RELEASE NOTES
N-FOCUS Major Release
MARCH 12, 2007

A major release of the N-FOCUS system is being implemented on March 12, 2007. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into five main sections:

General Interest and Mainframe: All N-FOCUS users should read this section.

Developmental Disabilities Programs: N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Developmental Disabilities programs.

Foster Care Review Board: N-FOCUS users with responsibility for Foster Care Review Board functions should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Foster Care Review Board functions.

Protection and Safety Programs: N-FOCUS users with responsibility for Child Protective or Adult Protective Services should read this section. It will be noted when the information is specific to only one of these areas.

Expert System: All N-FOCUS users with responsibility for case entry for AABD/MED, ADC/MED, FSP, FW, IL, MED, and Retro MED should read this section.

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GENERAL INTEREST AND MAINFRAME

ACCOUNTS RECEIVABLE

Narrative Icon Added (NEW)

A Narrative Icon has been added to the Accounts Receivable window. This will mainly be used by the Issuance and Collections Center to keep track of activity on Accounts Receivable. Social Services workers should continue to use Case Narrative to document Overpayments, Date of Discovery and the establishment of Accounts Receivable.

ALERTS

CC License Number Missing (TIP)

Alert #264 (CC License Number Missing) is displayed to the RD worker assigned to the Home Details area when a provider detail has been added for a Child Care service.

It is important to enter this information on N-FOCUS because it allows for cross-referencing of providers with the License Information System (LIS).

CHARTS Interface (NEW)

The following alerts will be created from information which N-FOCUS receives from CHARTS:

Paternity Established Alert #310	CSE has established paternity on ~NCP NAME~ for ~DEPENDENT NAME~. See CHARTS for more info.	Displays to SSWs assigned to an FSP, ADC or MED program case as well as to SSWs and PSWs assigned to CFS cases if Child Support Enforcement establishes paternity on a father and the dependent is in one of the specified program cases. Check iCHARTS for further information.
Non-Coop with CSE Alert #311	~Person~ failed to cooperate with CSE on ~Begin date of non-coop~. Review eligibility for possible CSE sanction.	Displays to SSWs assigned to an ADC, MED or AABD program case if a custodial party refuses to cooperate with CSE. This alert cannot be cleared until the sanction is imposed.
Cooperating with CSE Alert #312	~Person~ began cooperating with CSE on ~end date~. Review eligibility and remove CSE sanction, if appropriate	Displays to SSWs assigned to an ADC, MED or AABD program case when a client has started to cooperate with CHARTS. The sanction should be lifted unless there are other CSE sanctions.
Add Parent Info Alert #313	~Parent Name~ is Parent(~relationship type~) to ~Child Name~ on CHARTS. Check CHARTS and add parent to CFS case.	Displays to SSWs and PSWs assigned to a CFS, IL or JC program case. When a child becomes an Active Participant in one of these program cases, information is sent to CHARTS. CHARTS will return any information they have on the child’s parent(s). An alert is created if the parent is not already in the Master Case.

Multiple Position Alerts (FIX)

On the Search Multiple Position Alert window (commonly used by Supervisors), you will now be allowed to search for Organization and Service Approval Alerts as well as Master Case Alerts.

Notification Of Organization Address Change (NEW)

Alert #309 (Address Change) displays to RD Workers assigned to Home Details when any part of an organization's physical address changes. The alert will contain the logon id of the person who made the change.

ASSIGNMENTS

Assignment Begin Date Column Returned To Window (CHANGE)

At the request of the N-FOCUS Users Group, the Assignment Begin Date column has been added back to the List Position Assignments-program case window. The column is found by scrolling to the right. The corresponding sort and filter actions have also been returned to this window. The Crystal Report has also been modified to include this data.

CASE MAINTENANCE

Employment First Action Moved To Expert System (NEW)

In the mainframe, an Employment First case may now be added only for a person who has a pending participant role in an ADC/MED case. If the person is not pending in an ADC/MED case, add the Employment First case in the Expert System. Updating, closing, and reopening an Employment First Case will also be done in the Expert System.

If you enter an incorrect begin date, you will not be able to pull back the application received date. It will be necessary to use Expert System Case Actions to create the EF case for the prior month(s).

Entry of monthly work participation remains in the Mainframe.

See the Expert System section of these Release Notes for more information on processing.

Organization As FSP Authorized Representative (CHANGE)

An Organization can no longer be selected in Administrative Roles to be an Authorized Representative for a Food Stamp case.

Transfer/Deprivation Of Resources Closing Reason (NEW)

In line with the Deficit Reduction Act (DRA), a new closing reason of 'Transfer/Deprivation of Resources after 2-8-2006' has been added for Medicaid program cases. If the client is to be closed for Transfer/Deprivation of Resources, you will select the closure reason of 'Sanctioned' and the sanction type 'RescTranf2/8/06.'

CORRESPONDENCE

Annuity Verification Request/Beneficiary Change (NEW)

In line with the Deficit Reduction Act (DRA), two new pieces of correspondence have been added to the Correspondence window off the Detail Program Case window:

- Annuity Verification Request
- Annuity Beneficiary Change Notice

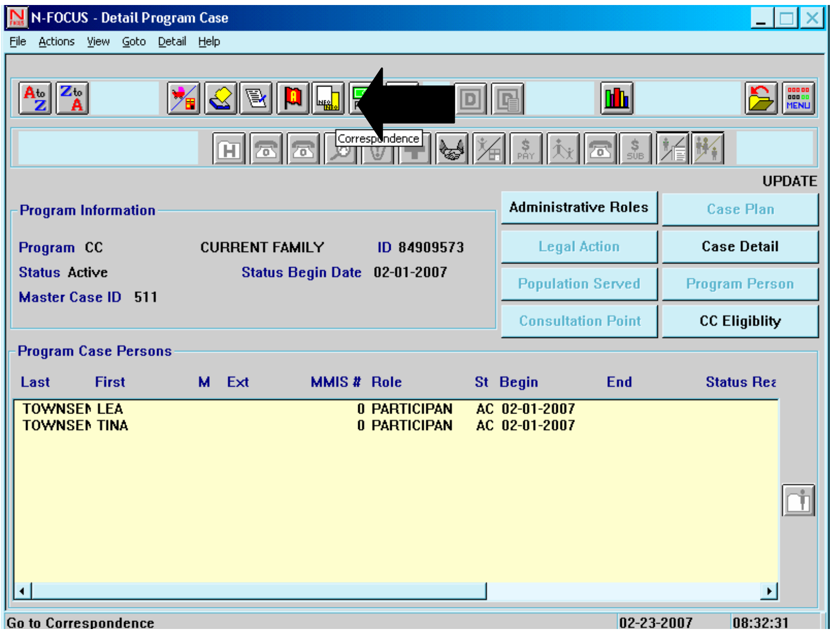
Childcare Application And Review Letter Available In Spanish (NEW)

The Childcare application and review letters are now available in Spanish. To create either correspondence in Spanish:

Navigate to the Detail Program Case window for the CC case.

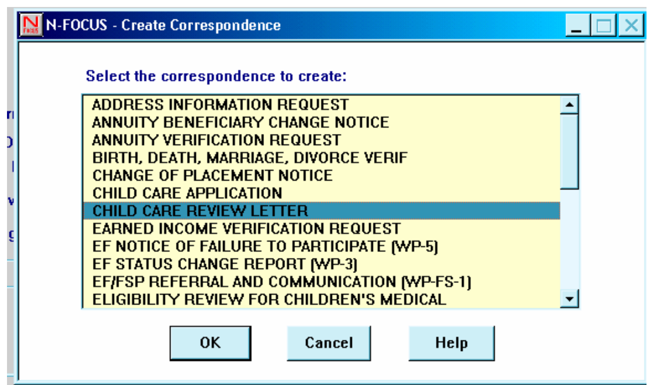
Select the Correspondence icon to open the Search for Correspondence window.

Hit the New button to open the Create Correspondence window.



Highlight either the Child Care Application or Child Care Review Letter.

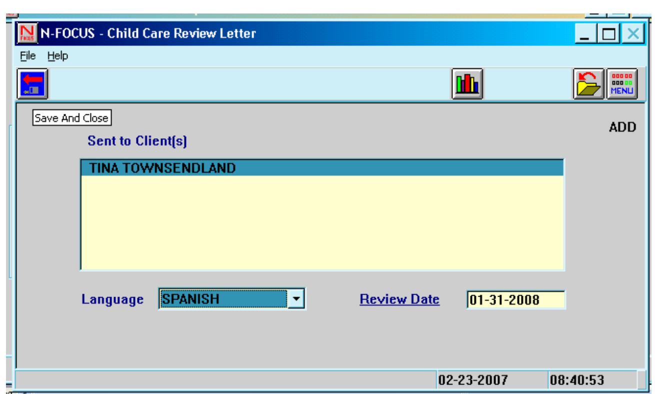
Hit the OK button to open either the Child Care Application or the Child Care Review Letter window.



Highlight the person.

Select Spanish from the Language drop-down menu.

Hit the Save and Close button.



FSP Demand Letter Updated (CHANGE)

Effective 3/22/2007, the wording on the English and Spanish versions of the FSP "Demand Letter for Overissuance" will be updated to include language that the responsible party has the right to negotiate the repayment amount and possible reduction of the amount owed depending on his/her circumstances.

The header of the Spanish FSP Demand Letter will be translated into Spanish.

FSP Expedited Notice Wording (CHANGE)

Effective 3/22/2007, FSP Expedited Notice wording about a postponed interview is being removed and the following new wording is being added:

"Since you needed food stamp benefits right away some required verification may have been delayed. If required verification was delayed, you were notified in writing, including the deadline date for providing the verification. No additional food stamp benefits will be issued until the delayed verifications are received. Your second and subsequent issuances may be reduced if expenses, such as housing costs, are not verified."

FSP Request For Contact (CHANGE)

The FSP Request for Contact form will now display the worker name of the person who created the form (person logged onto N-FOCUS) when the case is currently assigned to “Vacant.”

Master Case Number Added To WP-FS-1 (CHANGE)

The WP-FS-1 form will now display the person’s master case number.

Spell Check Added To Speed Note And Notice Template (NEW)

Spell Check functionality has been added to the Speed Note and Notice Template.

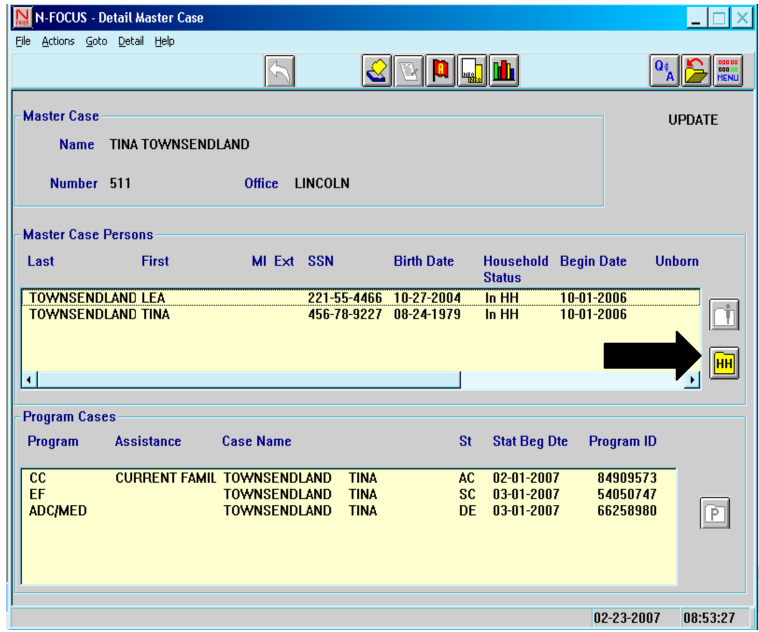
HOUSEHOLD STATUS

Redesign Of HH Status Window (NEW)

The windows related to viewing and updating a person’s household status were redesigned. The criteria for displaying persons on the Detail Master Case window have also changed. Persons not involved in any program case who are out of household, such as terminated unborns and absent parents, will no longer display on the Detail Master Case window. They will still be visible on the Household Status window.

To view history or update a person's household status, you may continue to Select Household Status from the Detail Master Case window Actions drop-down menu OR select the new Household Status icon.

Result: The Household Status window displays.



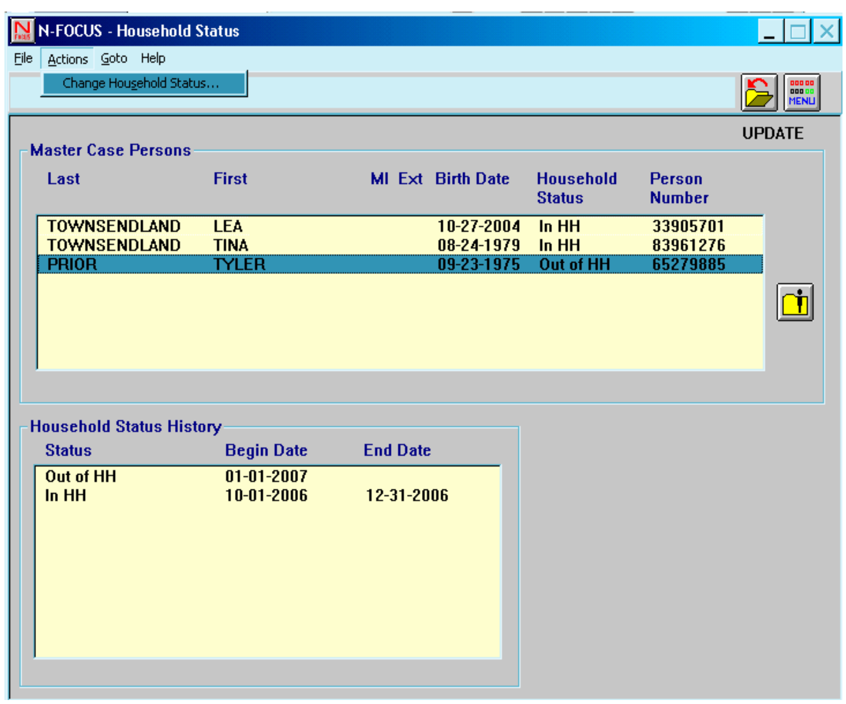
NOTE: Master Case persons not associated with any program case who are out of hh, will no longer display on the Detail Master Case window, but will display on the Household Status window. In this master case, for example, Tyler Prior is not involved with a program case and he is out of household, so he does not display on the Detail Master Case window, but his Household Status can be viewed or updated on the Household Status window (see picture below).

To Change Household Status:

Highlight the person.

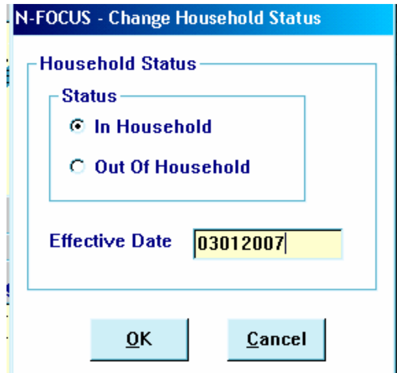
Select Change Household Status from the Actions drop-down menu.

Result: The Change Household Status window displays.



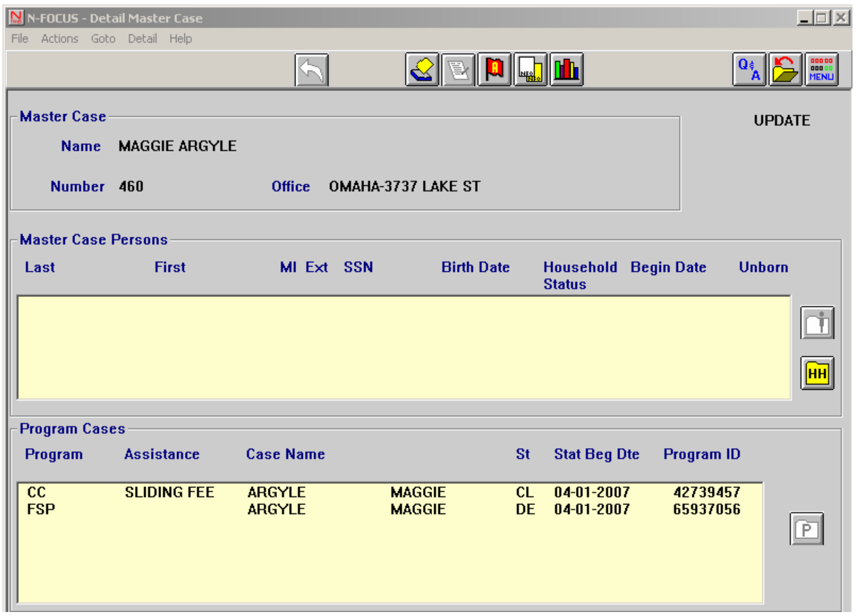
Choose the appropriate Household Status radio button.

Enter the Effective Date.



Hit the OK button to return to the Household Status window.

NOTE: Because persons no longer in any program case and out of household will no longer display on the Detail Master Case window, you may run across master cases where the Master Case Persons box is blank.



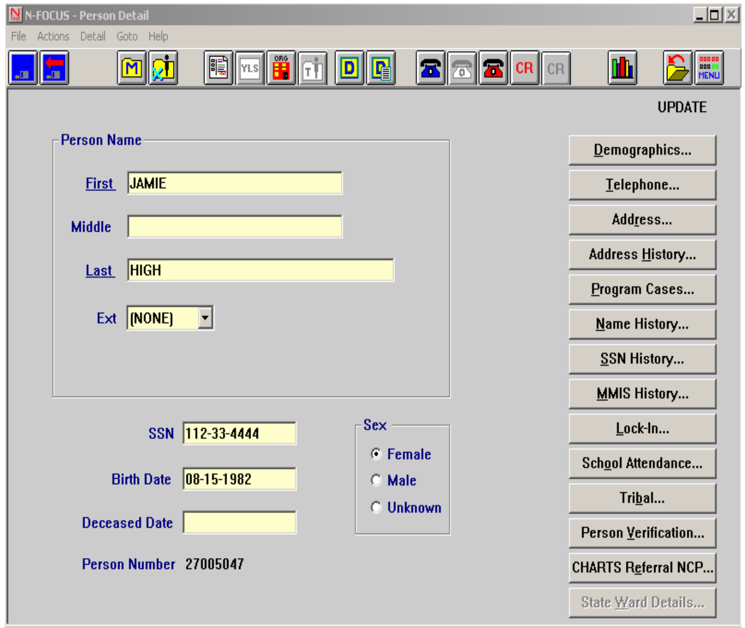
EX: In the picture above, Maggie Argyle is deceased and was the only person in the master case, so the Master Case Persons box is blank.

MEDICAID NUMBERS

HISTORY OF MEDICAID NUMBER (NEW)

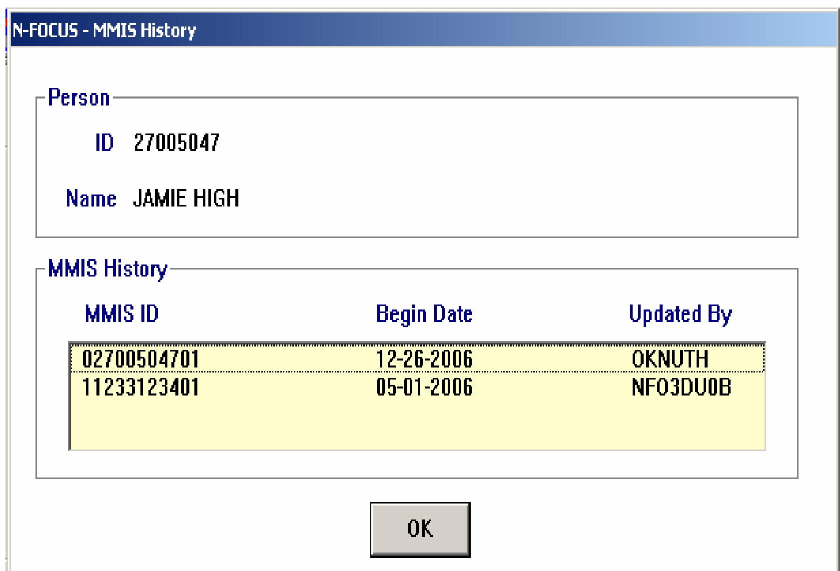
Periodically, Production Support has been asked to change MMIS numbers (Medicaid numbers). You will now be able to view a person's MMIS number history. This information will be available through a push-button on the Person Detail window. To view this information:

Click the MMIS History button on the Person Detail Window.



Result: The MMIS History window appears.

This window will list the various numbers, begin dates, and who made the update.



Lead-Off Zeroes Displayed (NEW)

The new Medicaid numbers have been displayed on pertinent Expert System Notices without the lead-off zeroes in the number. This has caused problems for some providers. With the March Release, the zeroes that preface the actual Medicaid number will now be displayed on the Notice.

The number with lead-off zeroes will also be displayed on the Detail Program Case window.

NARRATIVE

SPACING ON PRINTED COPY (TIP)

An automatic line to delineate a new paragraph is built into the N-FOCUS narrative format when the enter key is selected. This is not visible online. If the enter key is selected more than once, the printed narrative copy will contain extra lines.

N-FOCUS DEMONSTRATIONS WEB SITE

N-FOCUS DEMONSTRATIONS WEB SITE AVAILABLE (NEW)

N-FOCUS is launching an N-FOCUS Demonstrations web site. The URL is http://www2.hhs.state.ne.us/webhelp/NFOCUS/Captivate. It is recommended that you create a Favorite with this URL on your browser. This web site contains links to presentations that demonstrate N-FOCUS functionality. The demonstrations are listed by topic and by title.

These demonstrations can be used for training on new functionality, refreshers on existing functions, supplements to Help topics, etc. The first demonstrations on the web site relate to the Employment First changes implemented with this release.

Further enhancements to this site are being planned as we continue to post new demonstrations; e.g. organizing demonstrations by release date, including a jump from the online N-FOCUS Help directly to this site, and jumps from specifics topics within the online N-FOCUS Help directly to the related demonstration.

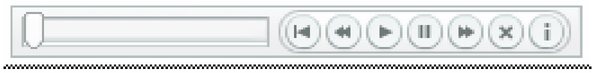
Some tips for viewing N-FOCUS Demonstrations:

1. **Set monitor display** – Demonstrations are best viewed with your monitor display set to 1024 x 768. If the monitor has a different display setting, you may need to scroll in the presentation window to see everything.

   To reset your monitor display:
   - Click on Start, Control Panel, Display. The Display Properties box opens.
   - Click on the Settings tab. The Settings tab displays.
   - Move the Screen Resolution slider to the desired display setting.
   - Click on OK. The monitor goes black for a moment, then displays with the new setting.

2. **Maximize the window** – Once the demonstration opens, press the F11 key to change the window to full screen. If your monitor display is 800 x 600, you still will need to scroll to see everything. While at full screen, your task bar at the bottom of the page will be suppressed but you can access it by passing your cursor over the bottom of the window. Press the F11 key again to restore the window to its previous size.

3. **Use pause, rewind, play** – As the demonstration plays, you may use the control bar at the bottom of the demonstration window to navigate in the presentation.



 **Progress bar** – Shows your location in the demonstration. You can click on and drag the slider to move to a different location.

 **Rewind** – Returns to the first slide.

 **Back** – Backs up to the previous slide.

 **Play** – Plays from the current slide.

 **Pause** – Halts on the current slide.

 **Forward** – Plays the next slide.

 **Exit** – Closes the demonstration. If you click on Exit and get an error message, click OK to close the message. You do not need to report this error.

- Another method to close the demonstration, is to use the X (Close) button in the upper right of the demonstration window. You may close the demonstration at any time.

 **Information** – Displays demonstration information. Click on the X in the box to close it.

ORGANIZATION

Alltel Changed To Windstream (CHANGE)

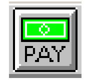
A new organization has been entered into N-FOCUS to reflect Alltel's change to Windstream. This organization has been designated as the permanent organization. All the existing Alltel entries (except Alltel Wireless) were designated as duplicates and any provider details associated were closed effective 2-28-07.

Organization Detail Enhancements (CHANGE)

Several enhancements have been made to Organization windows:

- List Organization window expanded to hold up to 1,000 names. The more + and more – options were removed. If your search exceeds 1,000 names you will receive an error message requesting you narrow your search
- Tax Information box on Detail Organization window appearance changed (no change in functionality)
- Sort and filter options for Related Persons available on the Detail Organization window (only enabled if there are persons listed in the Related Persons box
- Number of allowable persons in the Related Persons box expanded
- Identifying Perm/Dup organizations is more user friendly (Example: you may select up to 15 duplicate organizations at once, permanent and duplicate organizations are clearly labeled)

PAYMENTS ICON ADDED TO ORGANIZATION DETAIL WINDOW (NEW)

At the request of the N-FOCUS Users Group, the Payments icon 

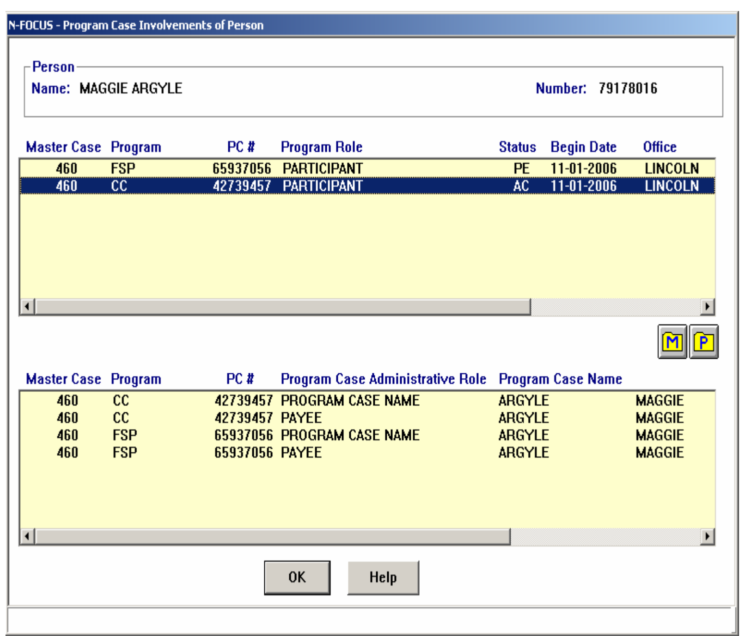
was added to the Detail Organization window. This icon will take you to the Payments window if the organization has received any payments through N-FOCUS.

PERSON DETAIL

PROGRAM CASE INVOLVEMENTS OF PERSON WINDOW (CHANGE)

The following changes have been made to the Program Case Involvements Of Person window:

- Program Case Roles listed in top pane, Administrative roles in bottom pane
- Columns reordered
- Only the current status will display on the Program Case Role pane
- Ability to navigate to Master Case or Program Case window



- Cases listed in order by status

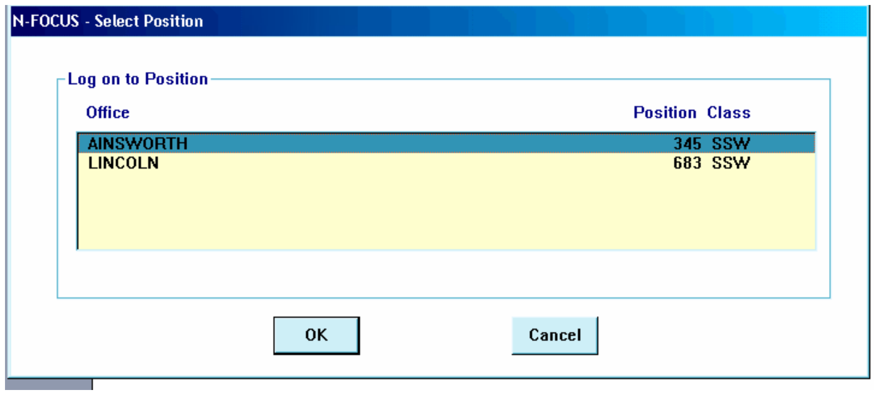
POSITION

MULTIPLE POSITION SELECTION (NEW)

Workers assigned to multiple positions will now select the position they wish to work with when logging onto N-FOCUS. This will allow for the display of appropriate IRS and other data specific to the position.

After N-FOCUS logon, the Select Position window will display to a worker assigned to multiple positions.

Highlight the position you wish to work with.



Select the OK button to enter the N-FOCUS Main Menu.

REPORTS

CASE ACTIVITY REPORT ENHANCEMENTS (NEW)

- The report has been converted to Crystal Reports and has moved from N-FOCUS to the NReports N-FOCUS InfoView web site under the subfolder Case Management: Counts.
- The DDCSA waiver program has been added to the report.
- The number of days pending is now calculated from the day after the application received date
- All Denied cases will appear on the report (denied cases previously only displayed on the report if the case was pended and denied within the reporting month).
- Two columns (Date Authorized, Processing Days) have been added to the Case Activity Detail-Supervisor report in the Denied cases sections.
- Med/Mainframe programs have been removed from the report.

SECURITY

N-FOCUS STRONG PASSWORD REQUIREMENTS (CHANGE)

You will now be required to select a strong password for N-FOCUS. This change is effective with the next time your password expires or you change your password. Password requirements include:

- Must be exactly 8 characters

- Cannot be reused
- Must contain at least one upper case letter, at least one lower case letter, and at least one number
- Special characters #, @, $ are allowed (only these three)
- Must be changed every 90 days
- After three incorrect logon attempts, your id will be revoked

NOTE: A series of windows will guide you through changing your password should you make an error.

SERVICE AUTHORIZATION

Always Enable On-Line Preprint Action (NEW)

Prior to this release, the Print Preprint Claim option from the Actions drop-down on the Detail Service Authorization window was disabled if either the Preprint Indicator or Automatic Claims Indicator on the Provider Detail window was checked "Yes." This has changed and the Print Preprint Claim action will always be enabled.

Notice Of Discontinued Service Authorization Converted To XML Format (NEW)

The notice of Discontinued Service Authorization has been converted to the XML print format.

SERVICE NEEDS ASSESSMENT

Service Needs Assessment Enhancements (NEW)

Various enhancements are being made to the Service Needs Assessment:

- Ability to multi-select on the Question/Answer list box
- Weekly quarter hour units will display on the Service Needs Time Assessment window and the Deny/Approve/Status Summary dialog boxes
- After the assessment is Approved or Denied, the assessment will immediately update to Inquiry status

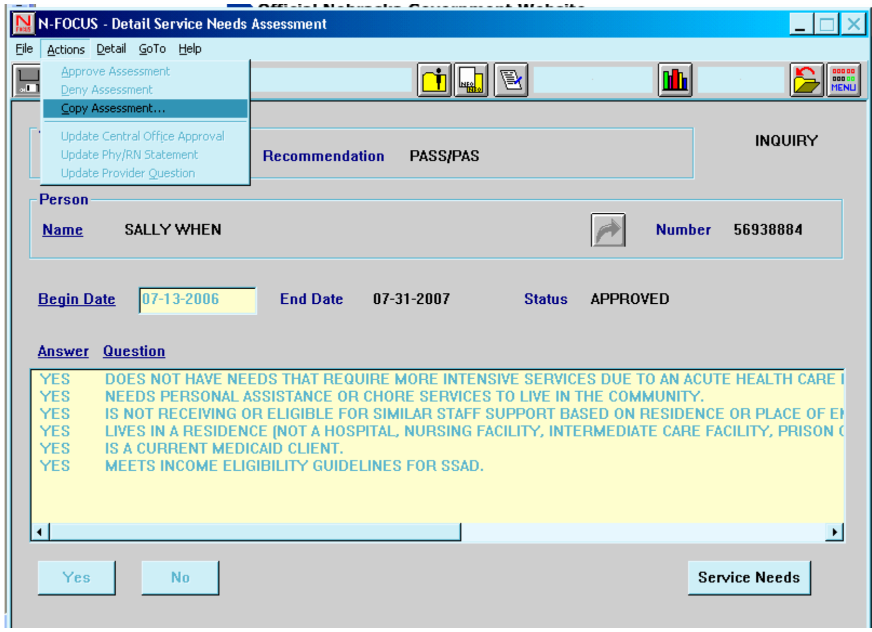
Copy Assessment Functionality

It is now possible to copy an existing Service Needs Assessment in Approved status into a new Service Needs Assessment. To copy an existing assessment into a new one:

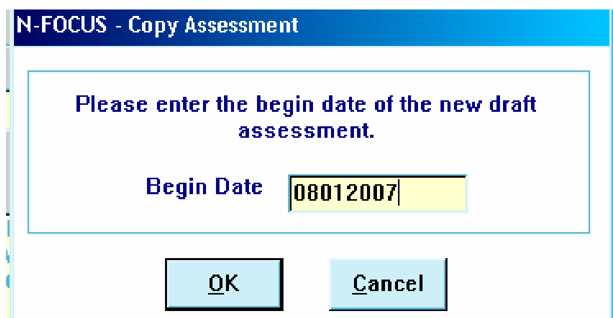
Navigate to the existing Service Needs Assessment.

Choose Copy Assessment from the Actions drop-down menu.

Result: The Copy Assessment window displays.



Enter the Begin Date of the new assessment.

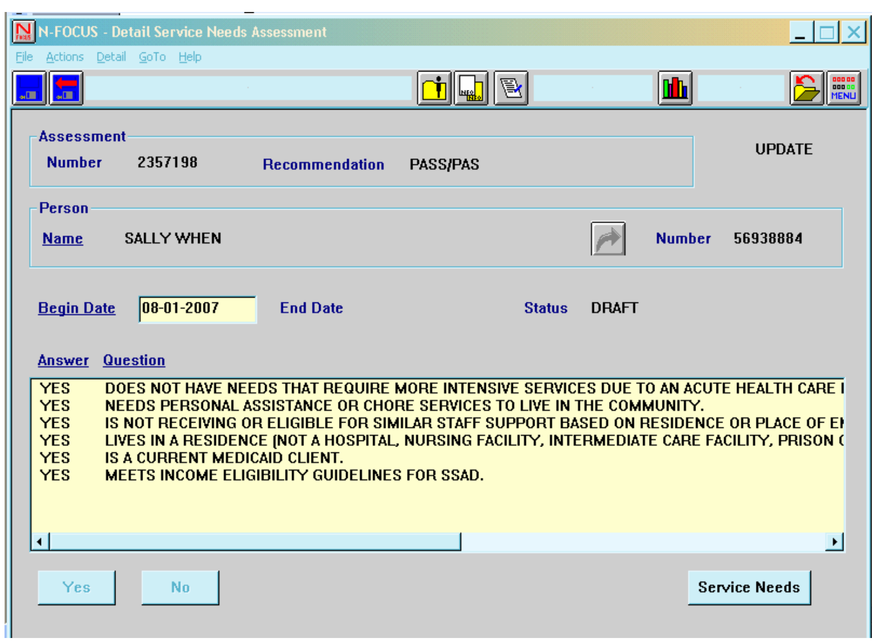


Hit OK to return to the Detail Service Needs Assessment window.

Note that the data from the original Detail Service Needs Assessment window as well as the Service Needs Time Assessment window is now copied into a new assessment.

You may update any information as needed.

Approve or Deny the assessment as needed.



FOSTER CARE REVIEW BOARD

PLACEMENT

Lifetime Number Of Reviews Added (NEW)

The Lifetime Number of Reviews was added to the Print Placement History report.

WINDOWS

Window Enhancements (CHANGE)

As requested by FCRB staff, the following changes have been made to various Foster Care Review Board windows:

- Tab order changed on the following windows: FCRB Family Information, FCRB Services to Child, FCRB Placement Additional Detail, List/Detail FCRB Restraint.
- List/Detail FCRB Placement window will now display the child's SSN, birth date and County of Court Commitment. There is also a display of the number of lines (Placement rows).
- Save and Continue flow for Review changed to display the FCRB Recommendation Report window before the List/Detail FCRB Restraint window and after the FCRB Court Information window.

PROTECTION AND SAFETY

ALLEGATION

SERVICES ADDED TO FINDING WINDOW (NEW)

When entering a finding for either an APS or CPS intake, a new drop-down is available to enter the Service Status. Depending on the finding and whether it is APS or CPS, there are several choices.

INTAKE

INTERPRETER INDICATOR (NEW)

An indicator is being added to the Law Enforcement notice and Intake Worksheet if a victim, perpetrator, reporter and/or head of household would need an interpreter. This information is pulled from the language field of the Person Demographic Data window.

SEARCH PARAMETERS (NEW)

When searching for an intake on the Search Intake window, the date range will automatically default to 30 days before the current date up to the current date. The dates can be changed, but are limited to a one-year time frame. This change should improve the response time of your search.

WORKSHEET FORMATTING (NEW)

The formatting changes made to the Law Enforcement Notice for the November 2006 release are being applied to the Intake Worksheet.

APS SPECIFIC TOPICS

ALERTS

ALLOW FLOW TO RELATED INTAKE (FIX)

Prior to this release, there was a problem using the Intake icon to flow to the related Intake when creating or viewing APS alerts. This has been fixed and you will now be able to navigate from the alert to the Intake if desired.

ALLEGATION

SERVICE STATUS REQUIRED ON CERTAIN FINDING (NEW)

When entering a finding of Department Substantiated, it will be mandatory to enter a service status of Services Accepted, Services Refused, or No Service Required.

APS CENTRAL REGISTRY

WEB CENTRAL REGISTRY NO RESULTS FOUND (NEW)

If no results are found when searching for a person on the APS Central Registry, you will now receive the message “No results found” to let you know the search is complete and returned no matches.

INTAKE

NARRATIVE ITEMS ADDED (NEW)

The following APS Intake Narrative Items have been added:

- Law Enforcement Action Requested
- Law Enforcement Information Only

CPS SPECIFIC TOPICS

ALLEGATION

SERVICES ADDED TO FINDING WINDOW (NEW)

When a finding is entered, below the finding is a new drop-down identifying services. Depending on the finding there are several choices for CPS cases:

- Services not needed
- Services Refused
- Services Provided: This should only be selected if there will not be future services.
- Services To Be Provided: This is selected if services were provided during the assessment and/or will be provided in the future.

This process was initiated by APS and adopted by CPS in support of the future release and integration of the Safety Model modifications projected for July 2007.

ALERTS

Notification Of Organization Address Change (NEW)

Alert #309 (Address Change) displays to RD Workers assigned to Home Details when any part of an organization's physical address changes. The alert will contain the logon id of the person who made the change.

Placement Change Notification For Ward With Account (NEW)

Alert #315 (Placement/Trust Acct) will display to the primary and additional CFS workers when a child's placement changes to or from parent/caretaker and the child has a Trust Fund Account. This will alert the worker to make any changes to monthly maintenance if needed.

State Ward Trust Fund Account Request Status (NEW)

Alert #314 (SWTF Status) will display to the primary and additional worker assigned to the CFS or IL case when a pending request for funds has been updated to approved, denied, or deleted.

CASE PLAN

Supervisor Approval On Behalf Of Another (NEW)

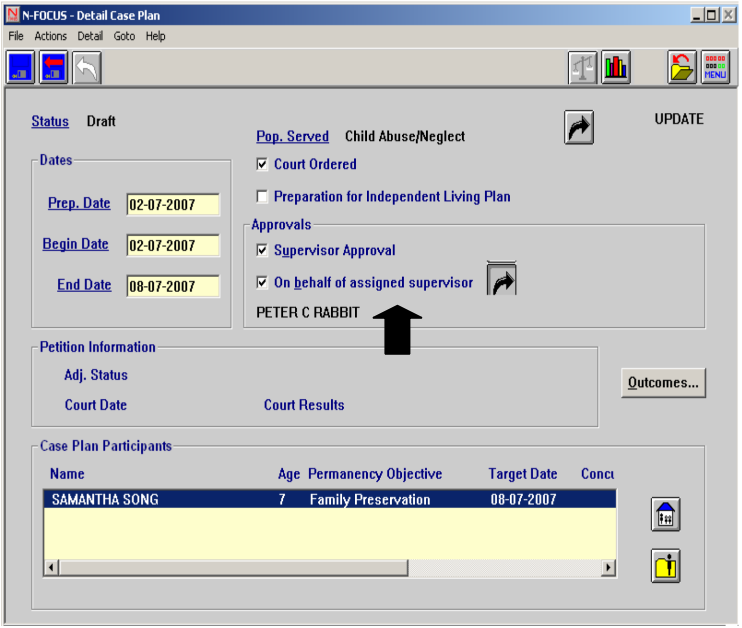
Supervisors approving a Case Plan on behalf of another supervisor will now be able to indicate who the assigned supervisor is.

If you approving the Case Plan for another supervisor:

Check the On behalf of assigned supervisor box.

Hit the out-select arrow to navigate to the Search Office Position window and select the assigned supervisor.

The printed Case Plan will indicate that the approving supervisor did so on behalf of the assigned supervisor.



LEGAL STATUS

Eligibility Lost When Legal Status Updated After Cut-Off (FIX)

Prior to this release, when a child's legal status was updated to non-ward after Medicaid cutoff for the following month, the child's Medicaid eligibility was getting erased from the MMIS system. A Medicaid card had already gone out, but providers could not bill. This has been corrected and Medicaid eligibility will remain active on MMIS in this situation.

OUTCOME TRACKING

Contracted Case Management Identification (NEW)

You will now be able to identify those children receiving case management services from a contractor (EX: ICCU, Omaha's Adoption Partnership, etc.) through a new window off the CFS Detail Program Case window.

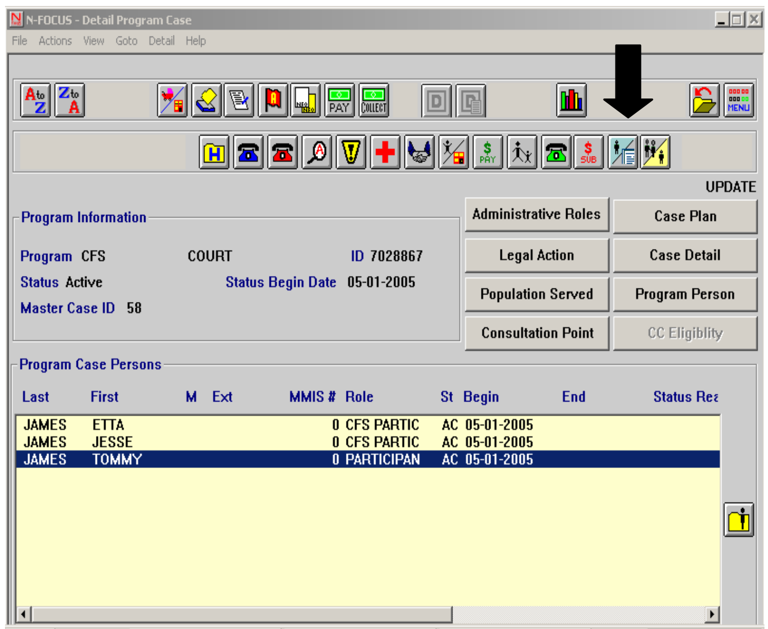
To enter an instance of Contract Case Management:

Navigate to the CFS Detail Program Case window.

Highlight the youth.

Push the Contract Case Management icon.

Result: The List Detail Contract Case Management window appears.



Enter the Begin Date of services.

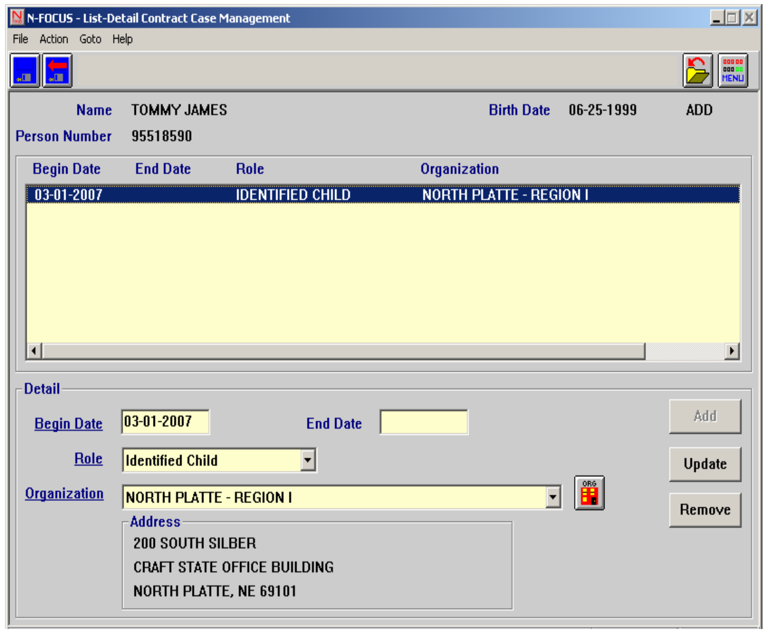
Select the child's Role from the drop-down.

Select the Organization providing services from the drop-down.

NOTE: The Organization icon will enable to allow navigation to the Detail Organization window.

Hit the Add button and the data will appear in the top pane.

Hit Save prior to exiting the window.



Note: To Update organization information, highlight the organization on the top pane, enter the changes(s) and hit the Update button. To Remove an organization, highlight the organization and hit the Remove button.

PARENTAL RIGHTS

PARENTAL RIGHTS MOVED FROM EXPERT SYSTEM TO MAINFRAME (NEW)

Parental Rights has moved from the Expert System to the Mainframe. You will now be able to enter new instances, review, and update Parental Rights from the CFS detail program case window.

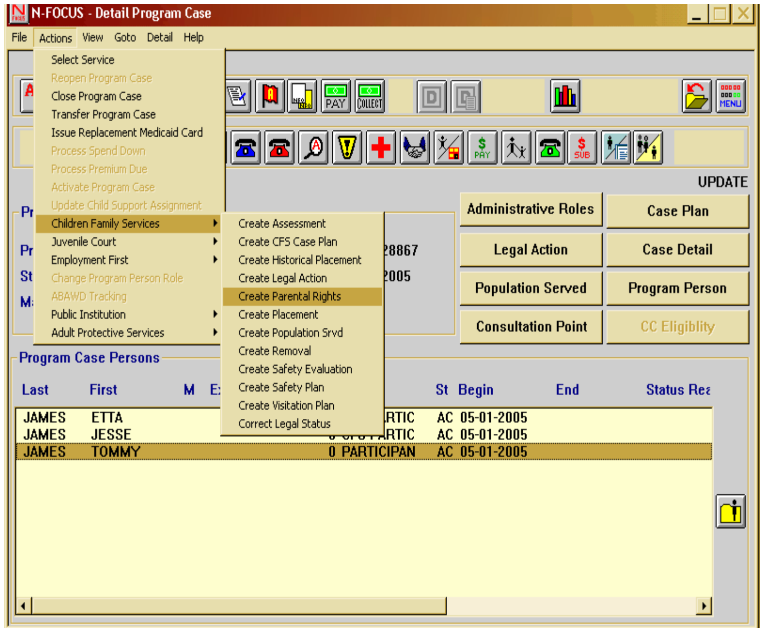
To enter Parental Rights information:

NOTE: Family Relationship information should be entered first.

Navigate to the CFS Detail Program Case window.

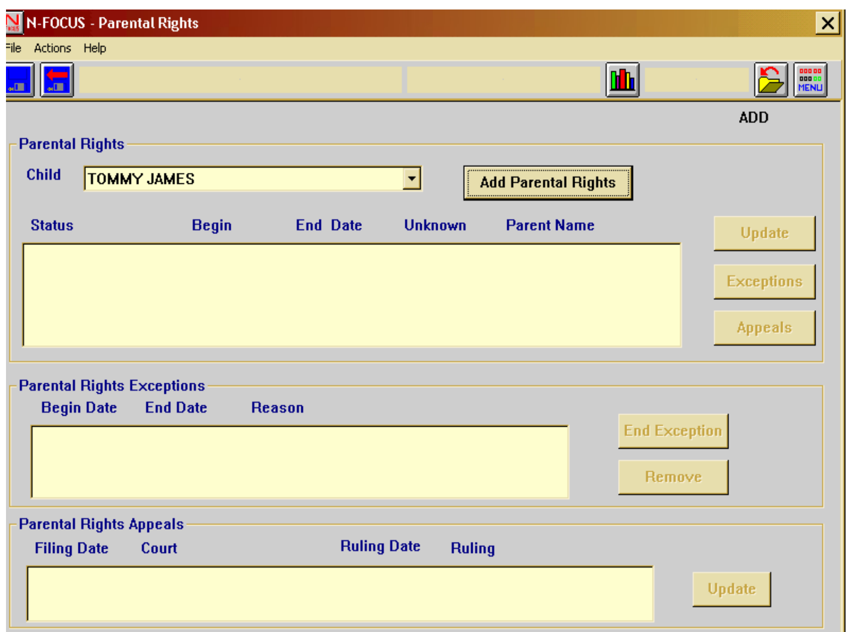
Highlight Children Family Services/Create Parental Rights from the Actions drop-down menu.

Result: The Parental Rights window displays.



Select the child from the Child drop-down menu.

Push the Add Parental Rights button to open the Add Parental Rights window.



Highlight the parent.

Enter the begin date of the status.

Select the appropriate status from the drop-down menu.

NOTE: Previously, the status options were Intact or Not Intact. The options are now Intact, Terminated, Relinquished and Death. Existing data will convert as “Not Intact.”

Push the Add button to save the data.

Result: The information will be saved and will display in the Parental Rights box.

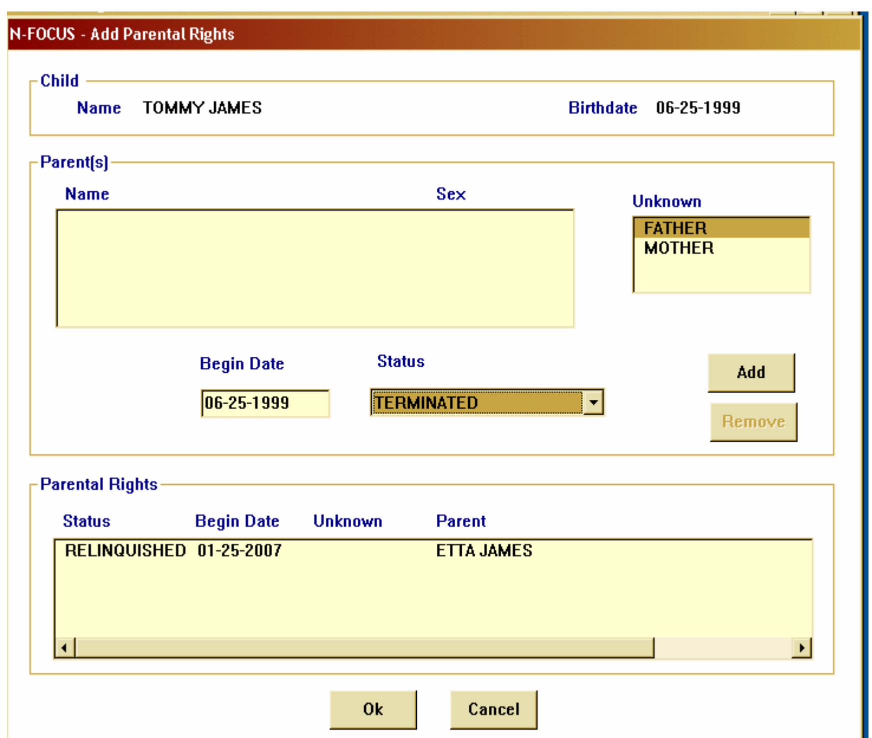
If either parent is unknown, select Father (or Mother) from the Unknown box.

Enter the begin date of the status.

Select the status from the drop-down menu.

Push the Add button. (The Remove button can be selected for error correction).

Result: The information will be saved and will display in the Parental Rights box.

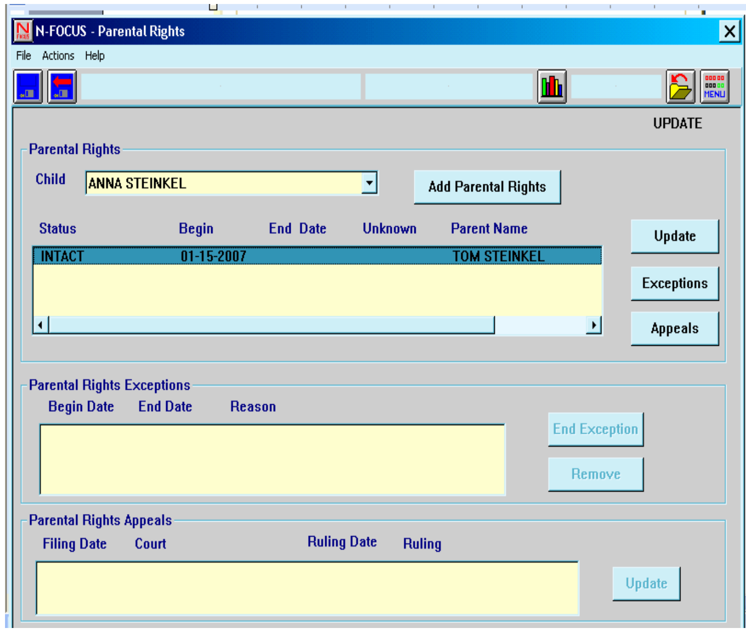


Select the OK button to return to the Parental Rights window.

Save your data using the Save or Save and Close options prior to exiting the Parental Rights window.

NOTE: If the parent's rights are intact, but with exceptions, **enter the exception information**.

Highlight the parent and select the Exceptions button.



Result: The Add Parental Rights Exception window displays.

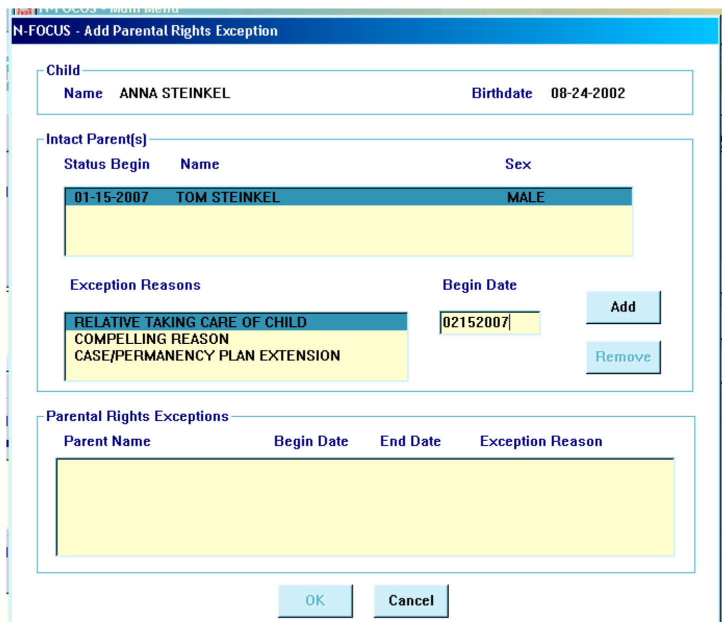
Highlight the parent.

Highlight the exception reason.

Enter the begin date.

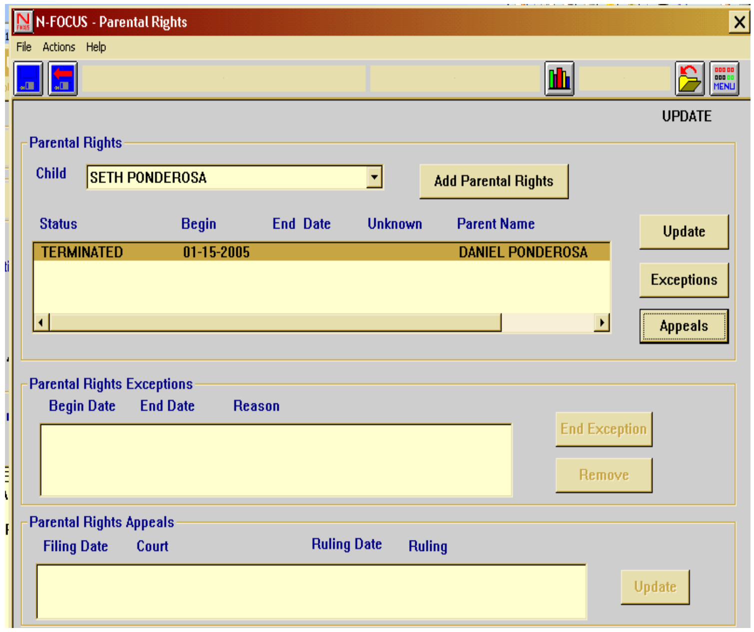
Hit the Add button.

Select the OK button to return to the Parental Rights window.



Highlight the parent and select the Appeals button to open the Add Parental Rights Appeal window.

NOTE: If the parent's rights have been terminated and they have appealed this ruling, **enter the appeal information**.



Highlight the parent.

Select the appropriate court from the Court drop-down menu.

Enter the Filing Date.

Push the Add button.

Select the OK button to return to the Parental Rights window.

Save your data using the Save or Save and Close options on the Parental Rights window.

To update the appeal information when the court makes its ruling:

Highlight the parent.

Highlight the appeal.

Select the Update button in the Parental Rights Appeals box.

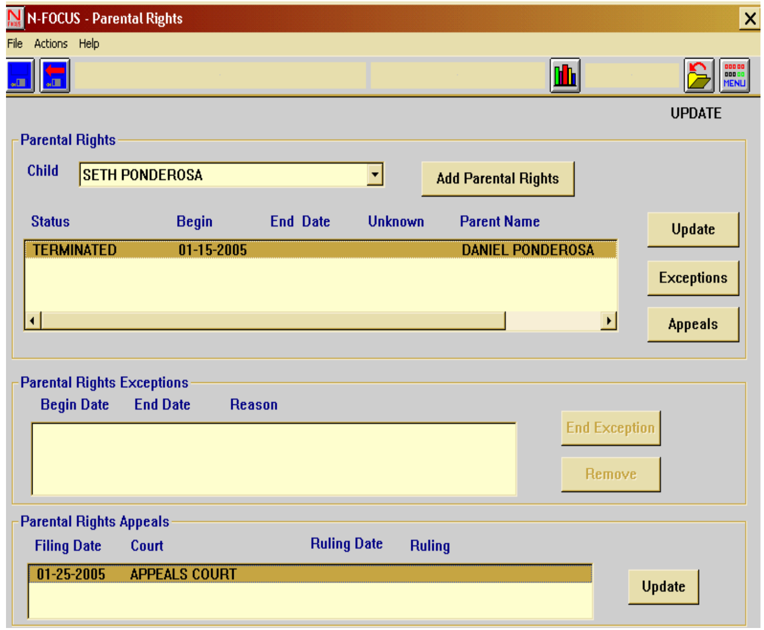
Result: The Update Parental Rights Appeal window displays.

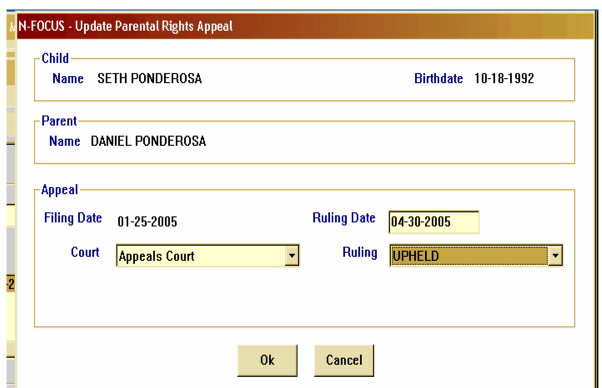
Enter the Ruling Date.

Select the Ruling from the drop-down.

Select the OK button to return to the Parental Rights window.

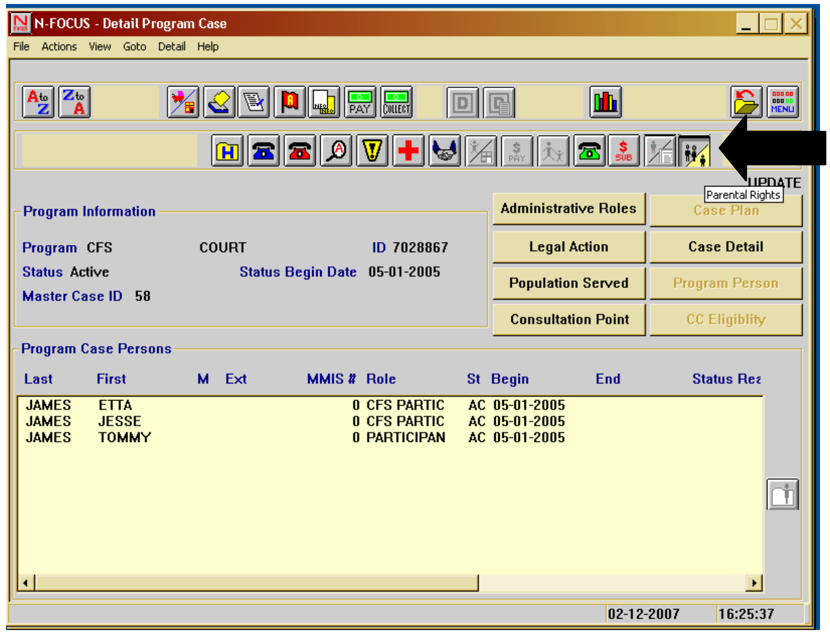
Use the Save or Save and Close option prior to exiting the Parental Rights window.





To update existing parental rights information:

Push the Parental Rights button on the Detail Program Case window.



Result: The Parental Rights window displays.

Select the appropriate child from the drop-down menu.

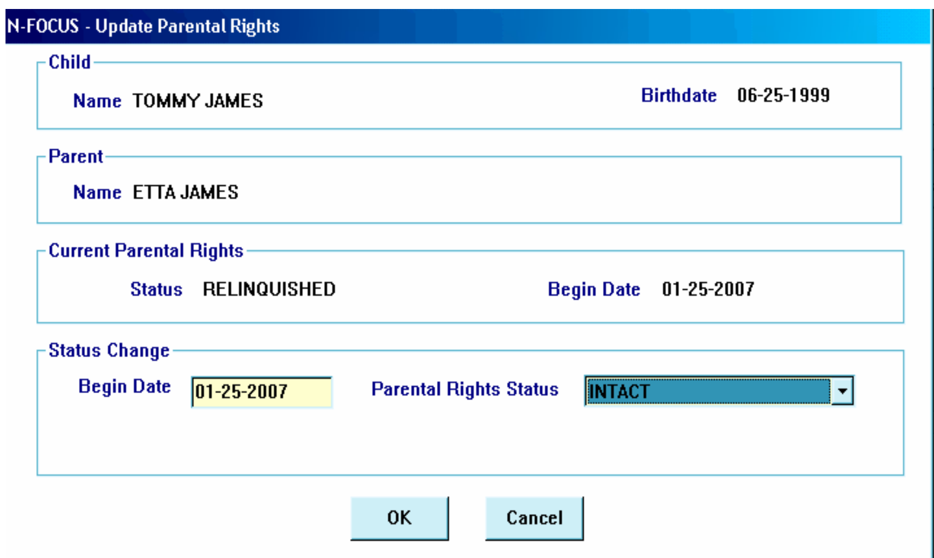
Highlight the parent.

Hit the Update button.

Result: The Update Parental Rights window displays.

Enter the begin date of the status change.

Select the status from the drop-down.



Hit the OK button to return to the Parental Rights window.

Use the Save or Save/Close options prior to exiting the Parental Rights window to save your changes.

PAYMENT DETERMINATION

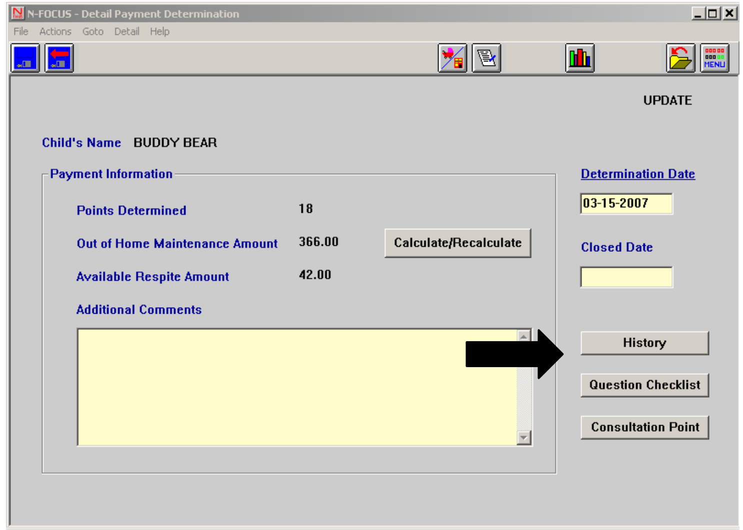
FC PAYMENT DETERMINATION HISTORY (CHANGE)

A change has been made on the FC Payment Determination window in regard to how history is stored and viewed. You may now access payment history through a History button located on the Detail Payment Determination window.

To view past payment history:

Navigate to the Detail Payment Determination window.

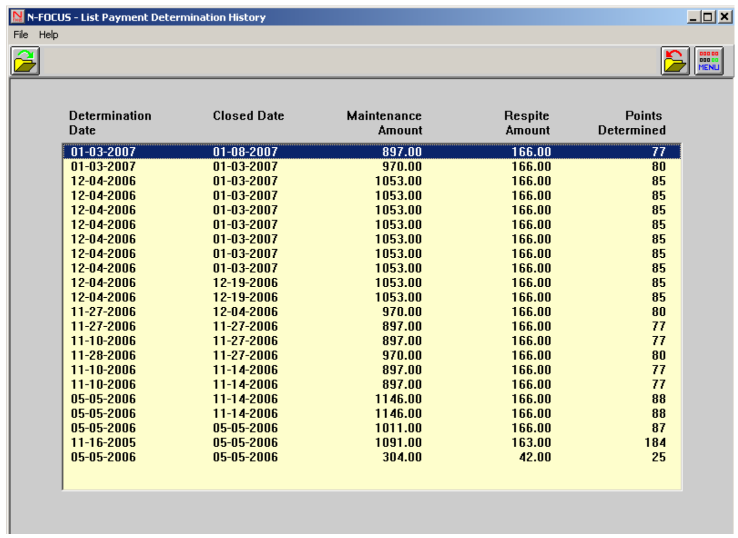
Click the History button.



Result: The List Payment Determination History window displays.

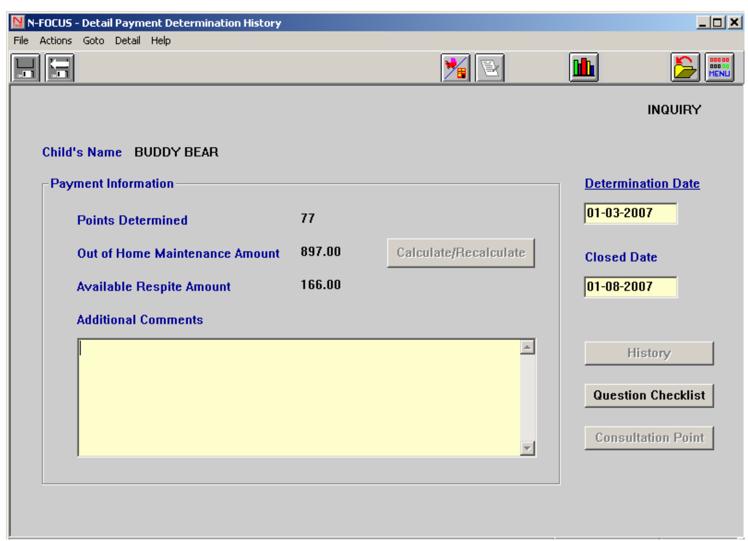
This window will display dates, amounts, and points.

To view the Question Checklist and Additional Comments for that time period, highlight a line and hit the open icon.



Determination Date	Closed Date	Maintenance Amount	Respite Amount	Points Determined
01-03-2007	01-08-2007	897.00	166.00	77
01-03-2007	01-03-2007	970.00	166.00	80
12-04-2006	01-03-2007	1053.00	166.00	85
12-04-2006	01-03-2007	1053.00	166.00	85
12-04-2006	01-03-2007	1053.00	166.00	85
12-04-2006	01-03-2007	1053.00	166.00	85
12-04-2006	01-03-2007	1053.00	166.00	85
12-04-2006	01-03-2007	1053.00	166.00	85
12-04-2006	01-03-2007	1053.00	166.00	85
12-04-2006	12-19-2006	1053.00	166.00	85
12-04-2006	12-19-2006	1053.00	166.00	85
11-27-2006	12-04-2006	970.00	166.00	80
11-27-2006	11-27-2006	897.00	166.00	77
11-10-2006	11-27-2006	897.00	166.00	77
11-28-2006	11-27-2006	970.00	166.00	80
11-10-2006	11-14-2006	897.00	166.00	77
11-10-2006	11-14-2006	897.00	166.00	77
05-05-2006	11-14-2006	1146.00	166.00	88
05-05-2006	11-14-2006	1146.00	166.00	88
05-05-2006	05-05-2006	1011.00	166.00	87
11-16-2005	05-05-2006	1091.00	163.00	184
05-05-2006	05-05-2006	304.00	42.00	25

Result: The Detail Payment Determination History window will display.



Hit the Question Checklist button to view the Questions and Additional Comments from the particular time period.

NOTE: This information is read only; no updates are allowed. You may print the information.

Use the Close window icon to return to the previous windows.

The Payment Determination correspondence has also been converted to the XML print format.

PLACEMENT

Placement History Document Updates (CHANGE)

The following changes have been made to the printed Placement History document:

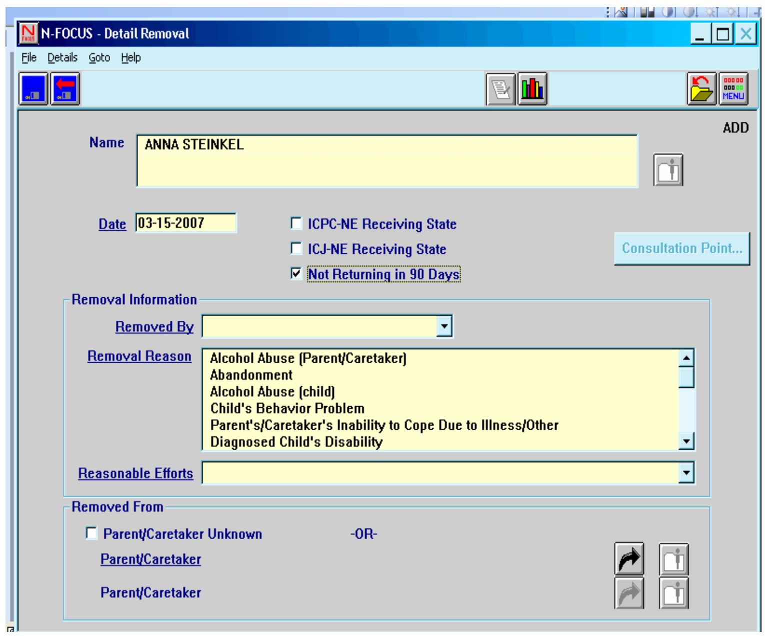
- Added child's person number
- Added name of the child's caseworker
- Added master case number (from which worker is printing)
- Added parent's person number
- Removed child's Social Security number

REMOVAL

Detail Removal Window Returning 90 Days Checkbox (CHANGE)

The checkbox "Return in 90 Days" on the Detail Removal window will now read, "**Not** Returning in 90 Days."

The appropriate alerts will be sent to ADC workers based on if the box is checked or not.



TRUST FUND TRACKING

Monthly Maintenance Ends If Account Suspended/Closed (NEW)

If a State Ward Trust Fund Account with monthly maintenance is suspended or closed, the monthly maintenance indicator will automatically be set to 'No.' If the account is reopened, the monthly maintenance indicator will need to be reset if applicable.

Placement Information (CHANGE)

Prior to this release, the placement icon on the SWTF account window displayed any placement the child had. This information is used to determine the payee for monthly maintenance. Since monthly maintenance is only paid when the placement is Parent/Caretaker, placement information will only display through this icon if the placement is Parent/Caretaker.

Request Windows Enhancements (CHANGE)

The following enhancements have been made to the Request windows:

- Account number added to the Detail Trust Fund Request window
- Sort and Filter functions added to the List Trust Fund Request window

VISITATION PLAN

Enhancements To Visitation Plan (CHANGE)

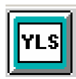
The visitation plan will now print out with more participants than previously allowed. It has also been converted to the XML print architecture.

YOUTH LEVEL OF SERVICE ASSESSMENT

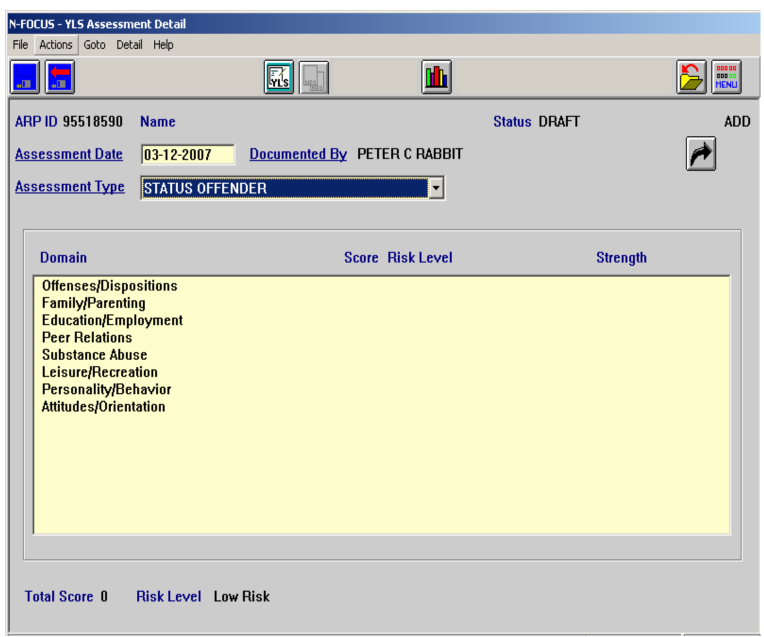
Youth Level Of Service Assessment Automated (NEW)

You will now be able to complete the Youth Level of Service Assessment in N-FOCUS.

There are two ways to navigate to the assessment:

- YLS icon off the Person Detail window 

- YLS button off the CFS Program Person window 



To complete the assessment, on the YLS Assessment Detail window:

Enter the Assessment Date. NOTE: The date defaults to the current date but can be changed to an earlier date.

The worker who is logged on will populate in the Documented By field. Use the out-select arrow to change if necessary.

Select the Assessment Type from the drop-down.

Hit the YLS icon to navigate to the Interview Summary. (You will be asked if you wish to create the Assessment. Say Yes to this question).

Highlight a domain and enter a narrative as necessary. (You may maximize the narrative and spell check as needed).

When you have finished with each domain narrative, hit the Update button to add the information to the list box.

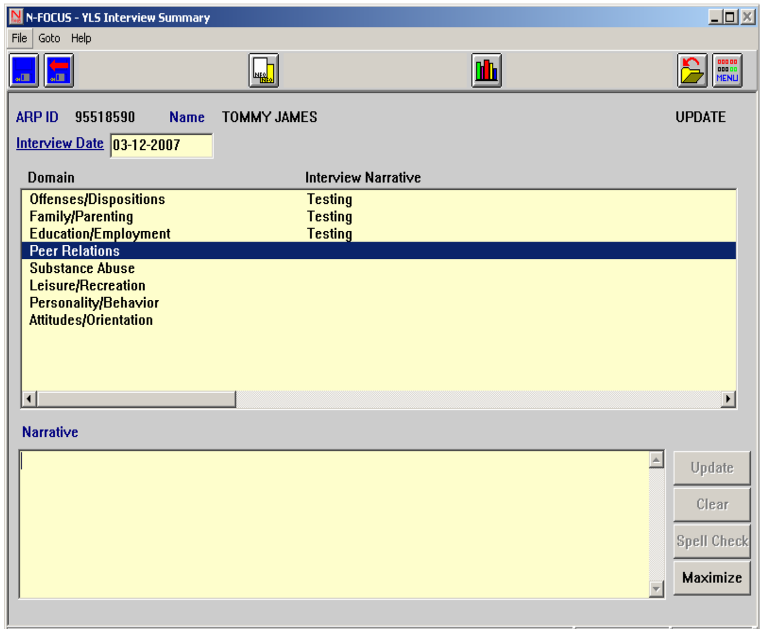
Select Save and Close to return to the YLS Assessment detail window.

Double-click on a Domain to open the YLS Domain Characteristics Detail window.

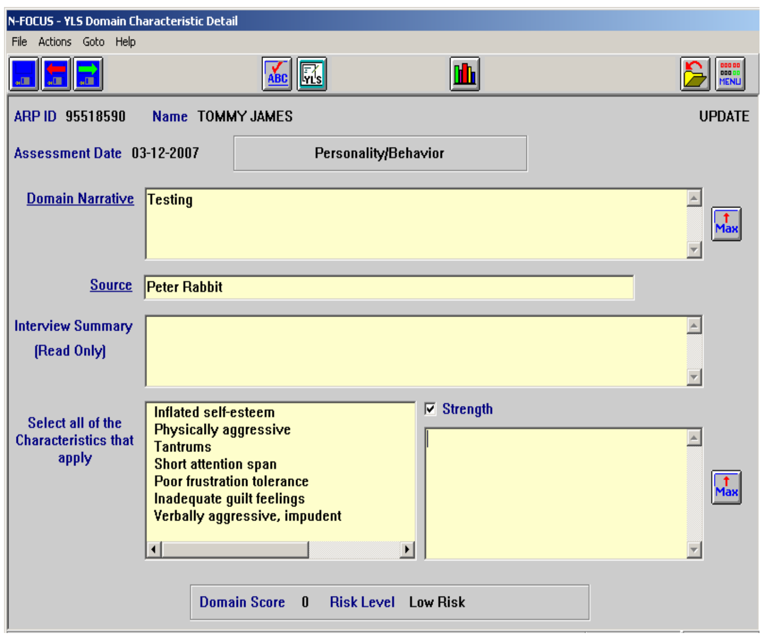
Enter the Domain Narrative (up to 250 characters). You may use the Maximize narrative icon to the right if needed.

Enter the Source.

NOTE: The Interview Summary information narrative will display but can not be modified on this window.



NOTE: The Clear button will clear everything that has not been saved. It is suggested that you Save often to avoid losing data.



Select the Characteristics that apply.

NOTE: Some Domain windows will have a Strength checkbox. Click the box if this applies and enter a corresponding narrative.

Select the Save and Next arrow to continue through all Domains. When finished with the last Domain, select the Save and Close arrow to return to the YLS Assessment Detail window.

Select Submit for Approval from the Actions drop-down menu when you have completed the Assessment. You will receive a message notifying you of any required data that is missing.

NOTE: Select the Spell Check icon at the top of the page to Spell Check the entire page.

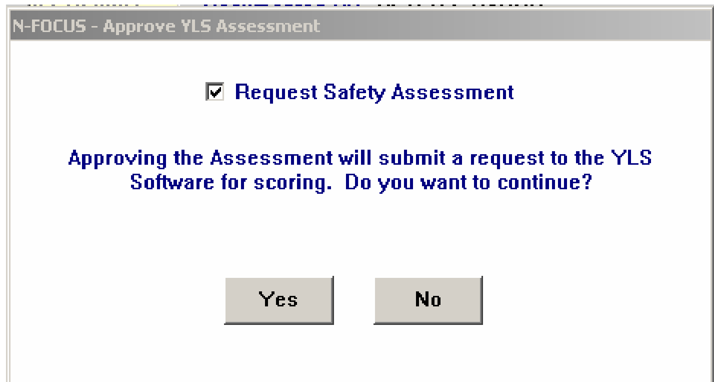
NOTE: After submitted for approval, the Assessment status changes from Draft to Pending Approval. No changes may be made at this point.

If approved, your Supervisor will select Approve Assessment from the Actions drop-down menu.

Result: The Approve YLS Assessment box displays.

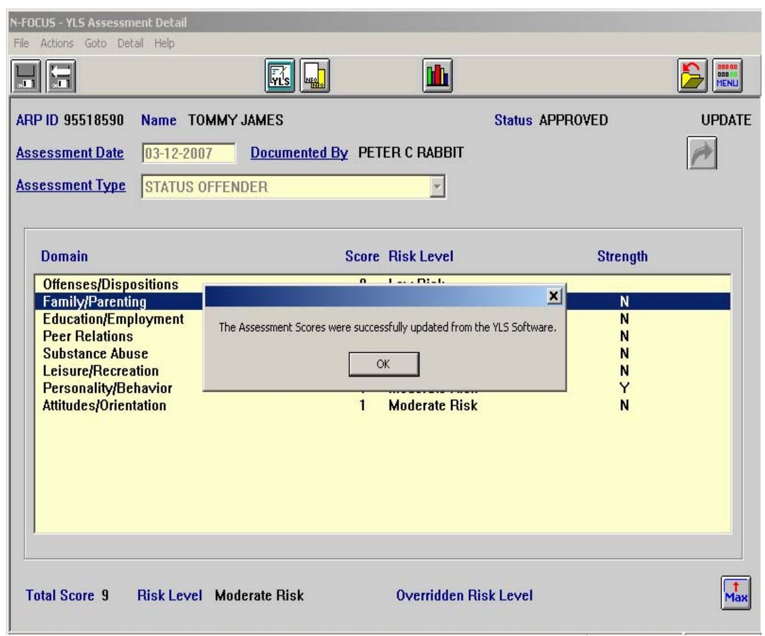
The Request Safety Assessment checkbox should be clicked if that is necessary.

Supervisors select the Yes button to score and transmit the Assessment.



A confirmation pop-up will appear. Select OK.

Result: The Assessment Status changes to Active.



If a new Assessment is required in the future, you may close the existing Assessment through the Actions drop-down.

EXPERT SYSTEM

BENEFIT SUMMARY

Reporting Category Display (CHANGE)

The FSP Benefit Summary now displays the reporting category (Six Month Reporting, Change Reporting and Transitional Benefit Reporting) on the main window. Categorical Eligibility will now only display once, beneath the reporting category.

BUDGETING

ADC Earned Income Sanction For Financially Responsible (FIX)

Prior to this release, the system was not applying the Earned Income sanction if the owner of the sanction was Financially Responsible, but not an Active Participant in the ADC case. This has been fixed and the sanction will now be reflected in the budget.

Calculate Window Optional For Certain Recalculated Budgets (NEW)

In Budgeting, the calculate window will be optional when computing recalculated budgets and a “this month only” amount exists in the pay schedule for the previous month.

FS Budget Allotment Reduction Amount (NEW)

The Allotment Reduction amount may now be overridden in FSP budgeting.

MIWD Option On Failed Budget (NEW)

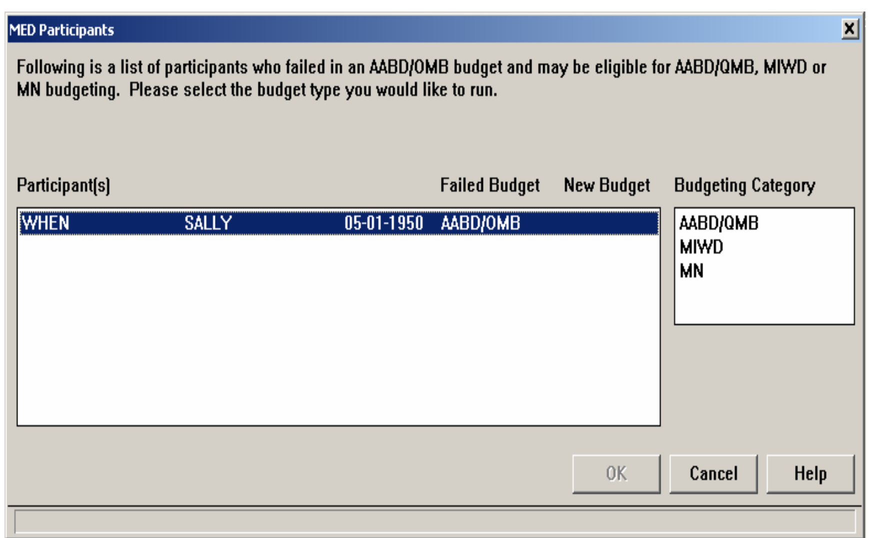
The System will now provide the option of selecting the Medicaid category codes of MN, QMB, or MIWD on a failed AABD/OMB budget prior to the Budget Authorization window. This will enable you to select the appropriate category without having to cancel out of budgeting.

This window will appear if the budget will fail.

Highlight the Participant and the Budgeting Category desired.

MIWD will be an option if the person is between the ages of 18 and 65 and has earnings.

QMB will be an option if there is a verified Medicare Part B expense.



Select the OK button to proceed to Budget Authorization.

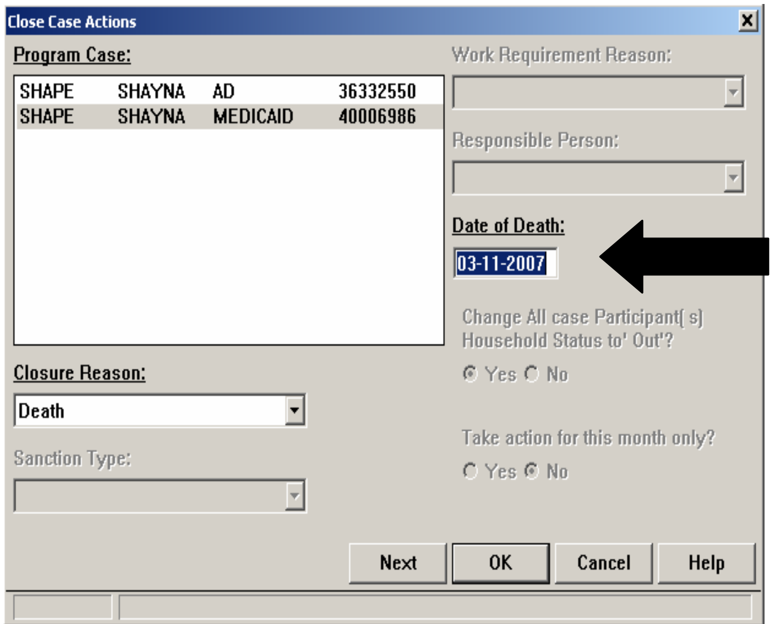
CASE/PARTICIPANT ACTIONS

DATE OF DEATH ADDED (NEW)

You will now be able to enter a person's Date of Death when closing that person out of a program case. This action is available in Case Actions (if the case is a one-person case) or Participant Actions.

When closing the person, enter the day the person died in the Date of Death field.

The person's hh status will then be updated to 'Out' for the following month.



CASE MAINTENANCE

EMPLOYMENT FIRST CASE ACTIONS MOVED TO EXPERT (NEW)

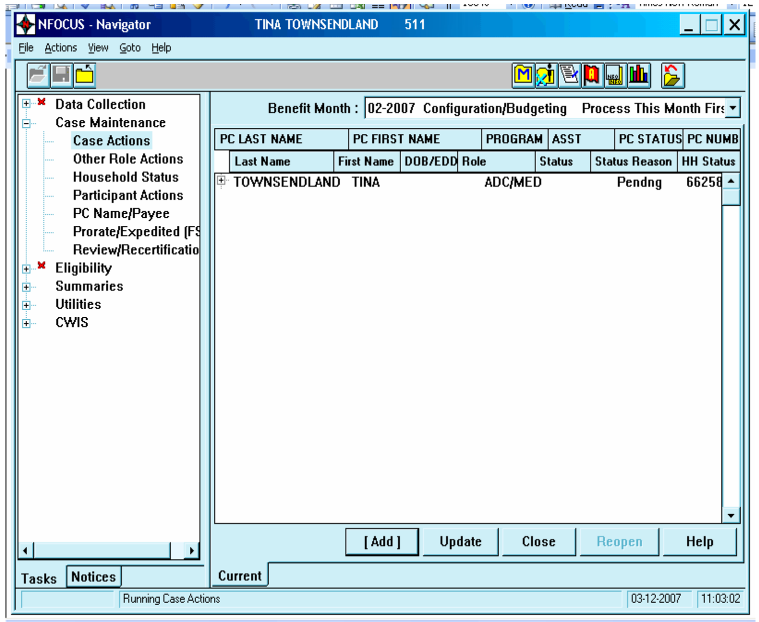
Employment First cases will now be processed in the Expert System. This change should improve problems with updating the EF status and also allow for the correct ADC fund code to be set when the ADC budget is processed.

- Use Case Actions to add, close, update and reopen an Employment First case for all ADC/MED work eligible participants or financially responsible persons.
- To add an EF case, the selected person must be:
  - At least age 16
  - A participant or financially responsible person with a work eligible status reason in ADC/MED for the processing month
  - Does not already have an open or closed EF case

To add an EF case in the Expert System:

Select the Add button in the Expert System Case Actions task.

Result: The Add Case Actions window displays.



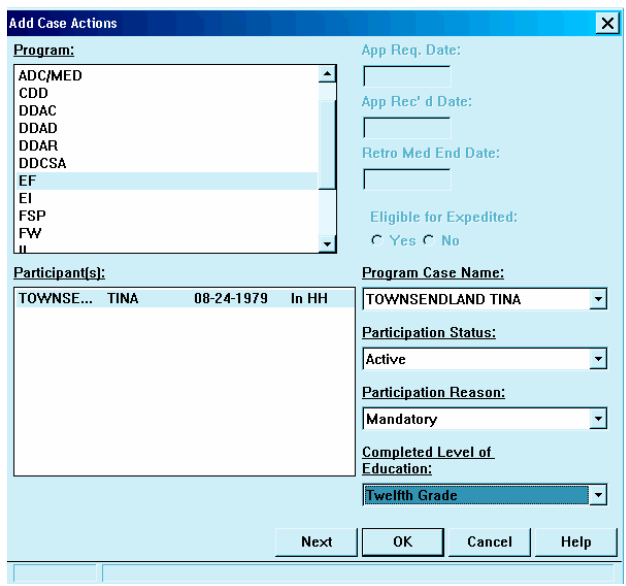
Highlight the EF program.

Select the participant (EF cases remain single person program cases).

Choose the program case name from the drop-down menu.

Select the participation status.

Select the participation reason.

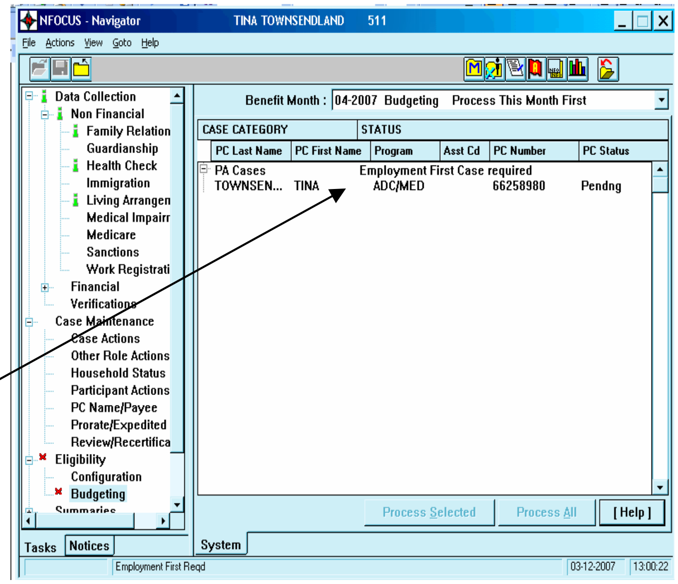


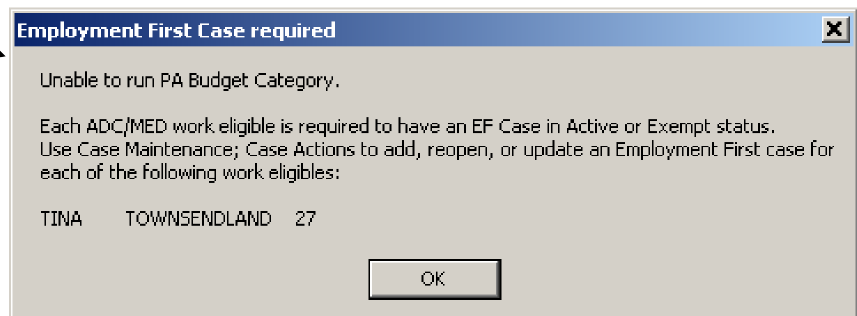
Select the education level.

Hit the OK button to return to the Navigator window.

Process ADC budgeting to set the EF fund code.

NOTE: You will no longer be able to process an ADC case if there is not a corresponding EF case for at least one mandatory work-eligible person. A new budgeting status, "Employment First Case Required" will display. By clicking on this budgeting status, a message will be displayed providing a list of persons who require an EF case.





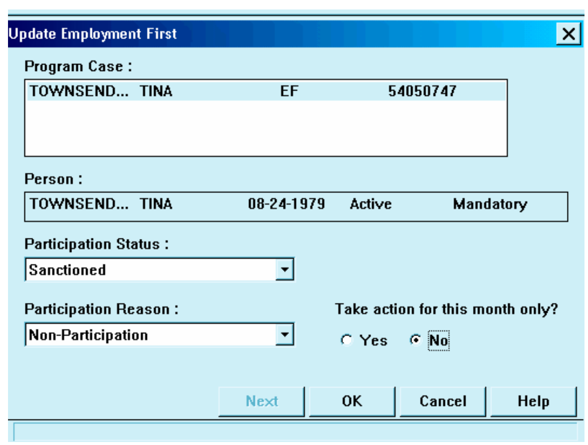
To Update the EF participation status:

Select the appropriate benefit month in the Case Actions task.

NOTE: Updates may only be made if the selected benefit month is within the current quarter or within one month following the end of the previous federal reporting quarter.

Hit the Update button.

Result: The Update Employment First window opens.



Select the participation status from the drop-down.

Select the participation reason from the drop-down.

Select the Yes radio button if the action is for this month only. If the action will continue beyond the selected benefit month, select the No radio button.

Hit the OK button to return to the Navigator window.

To Close the EF case:

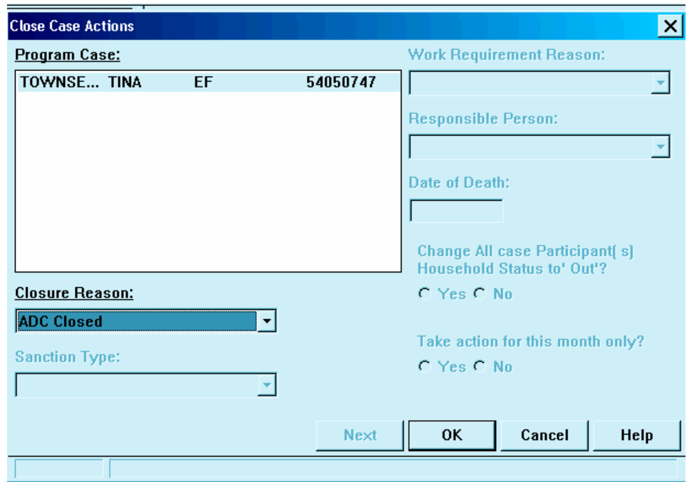
Select the Close button from Case Actions task.

Result: The Close Case Actions window displays.

Highlight the EF program case.

Select the closure reason from the drop-down menu.

Hit the OK button to return to the navigator.



NOTE: EF cases may only be closed if the person is not an active or pending participant or financially responsible in an ADC case. The case may only be closed for future months, not the current or past months (due to possible open service authorizations).

Budgeting will be placed on the To Do List when:

- An EF case is added or reopened
- The status of the EF case is updated and budgeting is required to set the ADC payment fund code

More information about this new functionality can be found on the N-FOCUS Demonstrations website http://www2.hhs.state.ne.us/webhelp/NFOCUS/Captivate.

CORRESPONDENCE

FSP NOTICE (TIP)

To have your notice display all actions taken when adding a sanction for one month and then lifting it for the following month, take the following actions:

1. Apply the sanction for month 1
2. Run the budget for month 1
3. Lift the sanction for month 2
4. Run the budget for month 2

EX: If the sanction is imposed in month 1, ended at the same time and then budgets for both month 1 and month 2 are run, the sanction action for month 1 will not display on the notice. If the steps above are followed, all actions will display.

EARNED INCOME TASK

WORK NUMBER VERIFICATION SOURCE ADDED (NEW)

The Work Number Verification has been added as a verification source in the Earned Income task for Pay Schedules and Pay Stubs.

EXPENSE TASK

MEDICAL MILEAGE RATE INCREASE (NEW)

The Medical Mileage Transportation rate has increased to $.48 for budgets effective 1/1/2007.

NAVIGATOR

MEMORY ERROR SWITCHING FROM TASK TO TASK (FIX)

Prior to this release, workers were sometimes getting a memory error in the Expert System when going from task to task. This has been fixed.

NON-FINANCIAL

SANCTIONS TASK ADDED (NEW)

The way sanctions are entered in N-FOCUS has been redesigned. The Budget Sanctions and Sanctions Summary tasks have been removed. A new task of Sanctions has been added to the Expert System under the Non-Financial module.

The Sanctions task will allow you to Add, Close and Delete Budget Sanctions. You will be able to view non-budget sanctions imposed in case or person actions as well as close or delete certain types of non-budget sanctions. All Sanctions that have been added to a person in N-FOCUS will now be displayed in the Sanction task. CSE non-cooperation information from the CHARTS interface will display in its own tab within this task.

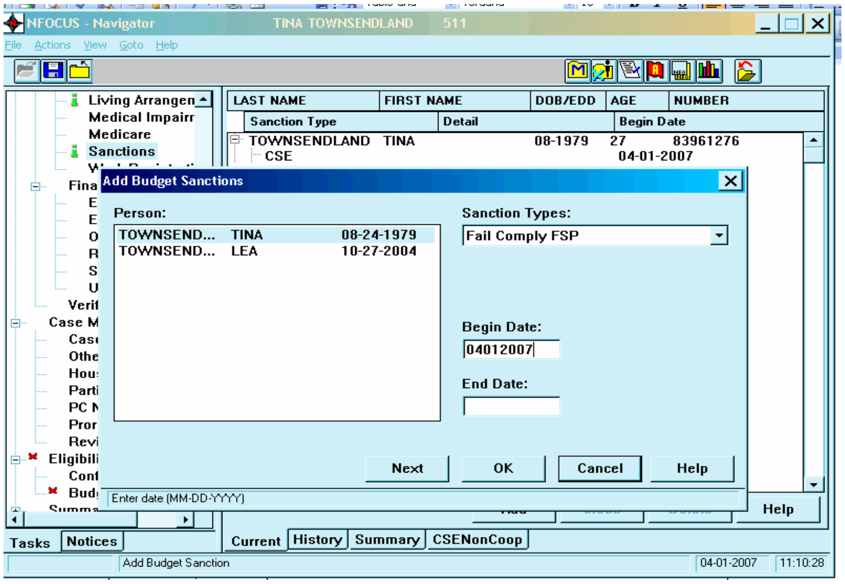
To add a budget sanction:

Open the Sanctions task from the Expert System Non-Financial module.

Hit the Add button.

Result: The Add Budget Sanctions window opens.

Select the person.



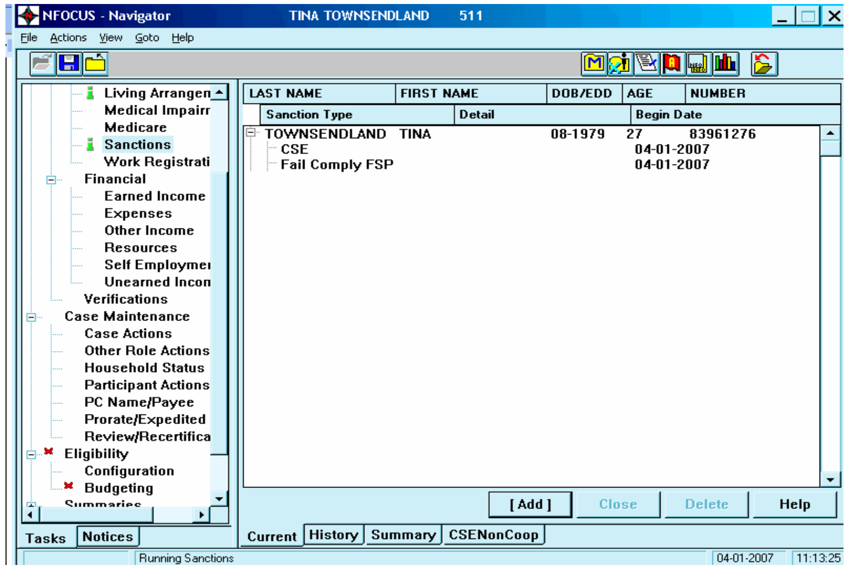
Select the Sanction type from the drop-down menu.

Enter the begin date.

Enter the end date (if known).

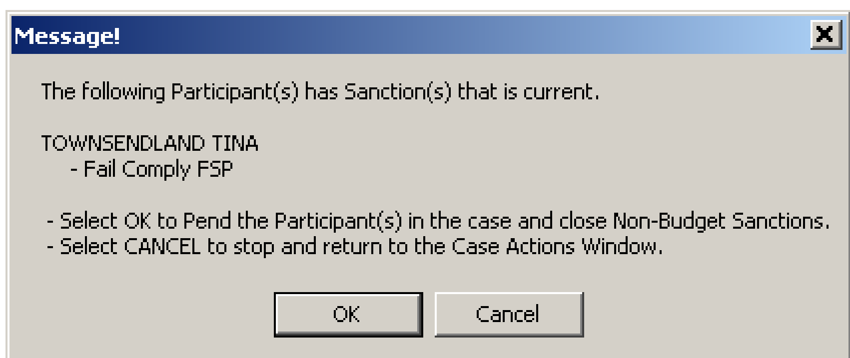
Select the OK button to return to the Navigator window.

If a person is to be closed from the program case, or the entire case is to be closed, you will continue to take these actions through the Case or Participant Actions tasks using the close reason of Sanctioned. The information will then display in the Sanctions task.



Example: Mom is closed from the ADC case through Participant Actions for a CSE sanction. This information will display in the Sanctions task.

NOTE: If a person or case is later reopened, a message window appears to notify you that there is a sanctioned individual and lists the sanctions for that person. If you select OK to the message window, the sanction will be ended (lifted).



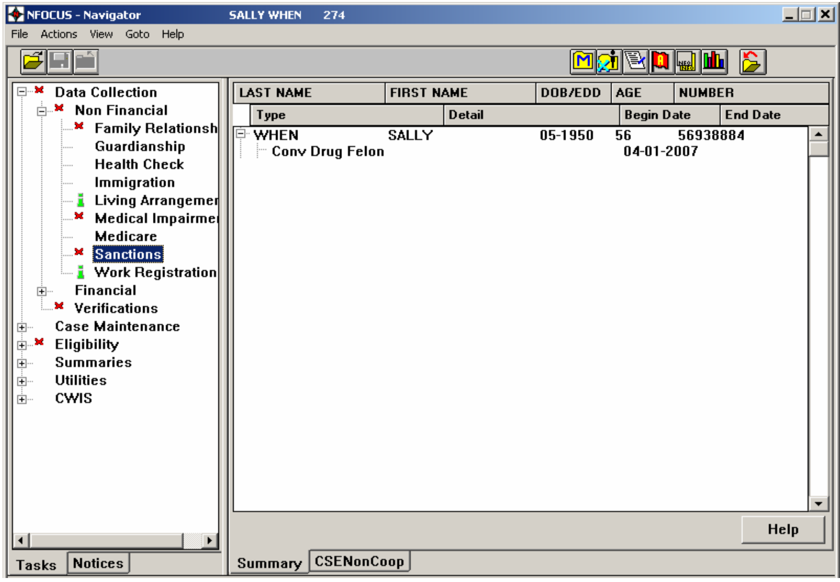
NOTE: Non-budget sanctions may be closed through the Sanctions task as long as they are no longer relevant and the person is not active in any program case. Delete is also available, but should only be used for error correction or for a sanction that is imposed and lifted in the same month.

In certain situations, the Sanctions task will have a red 'x' to denote that it is mandatory to view prior to budgeting. You must view the Sanctions task prior to budgeting in the following situations:

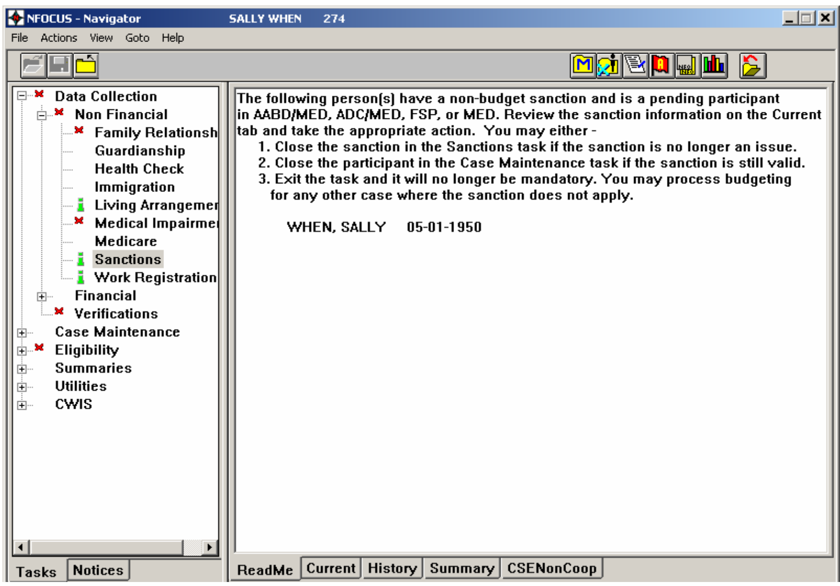
•There is an open non-budget Sanction for a pending Participant in AABD/MED, ADC/MED, MED, or FSP. This Sanction would have been imposed in another MC.

•There is an open CSE Non-Cooperation and no CSE Sanction for the time period for a person who is currently an active, pending, spenddown, or premium due Participant or is Financially Responsible in an ADC/MED, AABD/MED or MED case, (except TMA).

Example: The client was pended for FSP. A sanction was imposed in another master case. The Sanctions task in this master case becomes mandatory to view prior to budgeting.



A Read Me tab will provide instruction on what action to take.



Once the Sanctions task is viewed, the red ‘x’ will change to a green ‘i.’ A green ‘i’ on the Sanctions task means there is sanction information in this task.

CSE Non-Cooperation:

The CSE-10 will be obsolete with this release. An alert will be created when an instance of non-cooperation has been added to CHARTS and the person who didn’t cooperate needs to have a sanction imposed. The alerts will be processed daily as information is received from CHARTS. These alerts cannot be cleared until action is taken on the case. The information will display in the Sanctions task under the CSENonCoop tab. Please note that all existing instances of non-cooperation that have not been ended on CHARTS will be added to N-FOCUS. Alerts will not be created for this one-time conversion as these were already identified on the reports that have gone out.

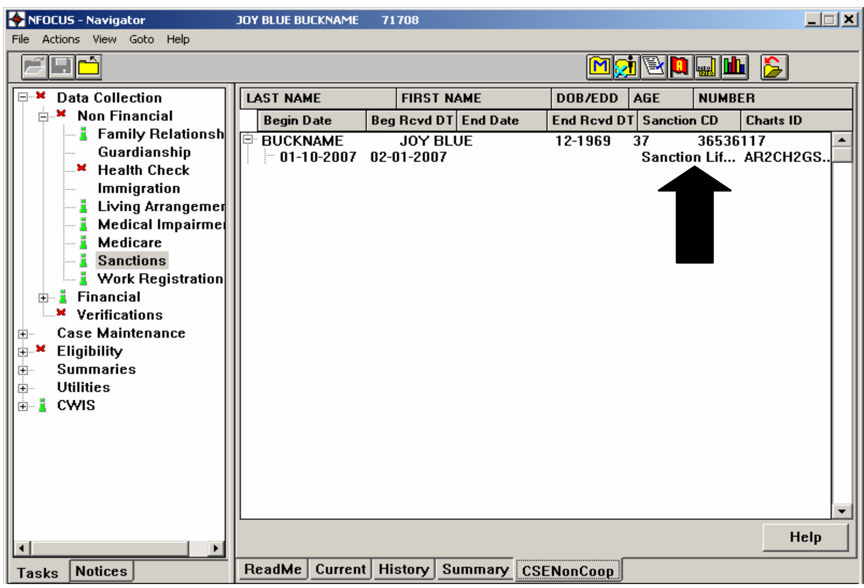
When a sanction is imposed, notification will automatically be sent to the CHARTS system to notify the child support worker that a sanction was imposed. If the person is not in a program case that can be sanctioned, notification will be sent to CHARTS advising them of this.

If the client starts cooperating with Child Support Enforcement, an alert will be created so the sanction can be lifted. An automated notification will be sent to CHARTS showing the sanction was lifted.

All instances of Non-Cooperation from the CHARTS system have been entered into N-FOCUS. If there is an instance of Non-Cooperation which does not have an end date, a red X will appear by the Sanction task the next time the case is checked out. You must review the Non-Coop information before proceeding. If the non-cooperation has been resolved by CSE, you can continue with budgeting after opening the Sanction task. You should advise the CSE Worker to end date the non-cooperation. If the non-cooperation is end dated, then it will no longer show with a Red X in expert system. As long as the non-cooperation has not ended, you will be required to open the Sanction task before proceeding with budgeting. A management report will be created of all instances which have a non-cooperation that has not been ended which does not have a sanction imposed. A management report will also be created of all instances which have a sanction lifted that also has a CSE non-cooperation which has not been ended.

The CSE Non-Coop tab will display the person with the non-cooperation, as well as the Begin Date, Begin Received Date (when N-FOCUS received the info), End Date, and End Received Date of the non-cooperation.

If you have not entered the non-cooperation sanction on N-FOCUS, the Sanction Code on this tab will read “Sanction Begin Pending.”



If the sanction is currently in effect, the Sanction Code will read “Sanction Imposed.” If the sanction has ended, it will read “Sanction Lifted.” If no sanction will be imposed, the status will read “Sanction Not Imposed.”

To add the CSE non-coop sanction:

ADC Participant

If the person is a participant in the ADC, close the person through Participant Actions. The sanction will be added to the Sanction task also. Run the budget and the grant will be reduced.

Undocumented Immigrant

If the person is an undocumented immigrant and not a participant in the ADC, add the CSE Sanction through the Sanction Task. Run the budget and the grant will be reduced.

Drug Felon

If the person is a drug felon and not a participant in the ADC, but is a participant in a MED program case, close the person from the MED through Participant Actions (if the person is the only one in the MED, use Case Actions). Select the reason of Sanction and Sanction Reason as CSE. This will add the sanction to the Sanction task. Run the ADC budget to reduce the grant. If the person is not Active in the MED case, add the Sanction through the Sanction task.

Parent only Participant in ADC:

If the person is in the ADC and the child is in an AABD program case, close the ADC program case through Case Actions. The AABD program case remains open (providing other eligibility factors continue).

Parent in AABD, children in ADC (combined cases):

If the parent is in an AABD case and the children are in the ADC program case, close the AABD case through Case Actions. The ADC remains open and the grant is not reduced (providing other eligibility factors continue).

MED Participant:

If the parent is a participant in a MED program case, close the parent through Participant Actions. Exception: If the parent is in TMA, do not apply the sanction until TMA ends.

Parent only Participant in AABD or MED:

If the parent is open in AABD or MED and the children are not currently in a program case, the sanction is still imposed. A child support case was opened at the time the children were on assistance. The parent is still required to cooperate with CSE to recover any money that may be owed to the State. If the parent does not cooperate, close the AABD or Medicaid program case through Case Actions with the reason of Sanction and Sanction reason of CSE.

Person is a relative payee:

If the person is a relative payee only and a participant in AABD, ADC or Medicaid, close the person through Participant Actions. If the relative payee is not a participant, no alert will be created and no sanction is imposed.

NOTE: Food Stamp Failure to Comply (FTC):

If the person was receiving cash assistance through ADC or AABD at the time the non-cooperation occurred and benefits are being reduced due to a sanction, a Food Stamp Failure to Comply sanction must always be entered through the Sanction task to reduce the food stamp benefits

School Attendance Sanction (NEW)

The Non-Cooperation with School Attendance sanction is now available in the Sanctions task. When the sanction is imposed and the ADC budget is run, the grant will be reduced by $50.

RESOURCE TASK

ANNUITIZED ANNUITY RESOURCE EXCLUSION (NEW)

In line with the Deficit Reduction Act (DRA), a new resource exclusion has been added for AABD, ADC and MED cases. This exclusion reason is to be added for those annuities established after 2-8-2006 that have identified the State of Nebraska as the primary beneficiary. All annuities should be reviewed by Central Office prior to entering on N-FOCUS.

UNEARNED INCOME TASK

ADC AMERICAN INDIAN PAYMENT AND TBR BUDGETING (NEW)

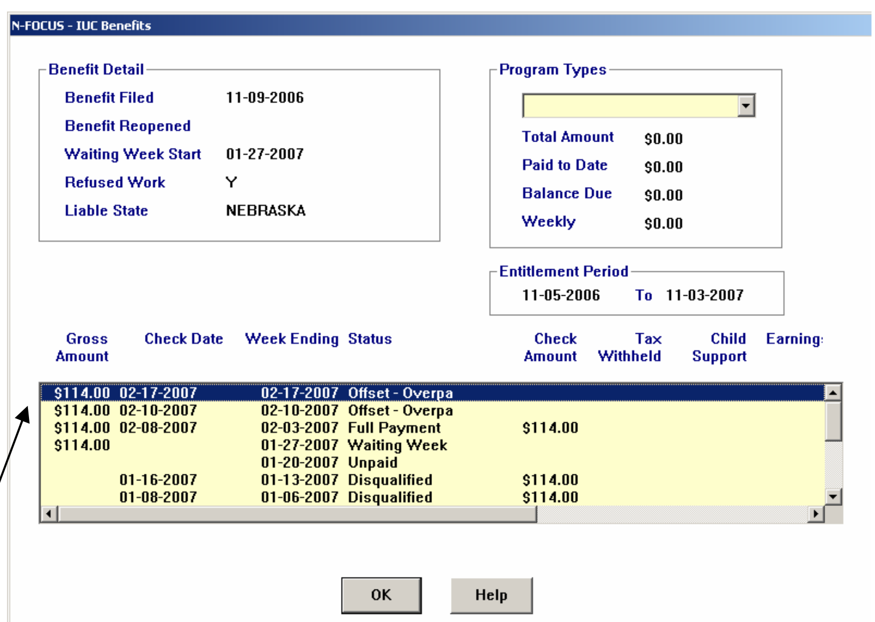
A new Unearned Income type of ADC-American Indian Pmt has been added. This income type should be used to designate ADC payments made by the tribal TANF program. Using this income type will allow the FSP reporting category Transitional Benefit Reporting (TBR) to be selected when the tribal ADC income ends and TBR is appropriate. The system will follow the TBR rules when this income type was used in the previous month's budget.

IUC OFFSET CHECK WILL DISPLAY (FIX)

Effective 03/22/2007 the IUC interface will display the 'Check Date' of the Unemployment benefit when the entire amount is offset for repayment of an IUC overpayment. This is done so that this countable amount can interface into the Expert System Unearned Income task. Previously, it did not interface because there was no 'Check Date'.

The client does not actually receive this payment, it is recouped by the Department of Labor for a past overpayment but the amount should be counted in most HHSS budgets.

To identify these payments the 'Check Date' will be the **same date** as the 'Week Ending' date. Regular IUC benefits payments normally have a 'Check Date' of 2 or more days following the 'Week Ending' date. This payment will always have a 'Status' of 'Offset-Overpayment' and the 'UC OP' amount will be equal to the regular weekly benefit amount.



Partial Month Transfer (NEW)

In line with the Deficit Reduction Act (DRA), a new unearned income type of Partial Month Transfer has been added to N-FOCUS. Partial months are now considered income when calculating a transfer of resources. This income type will be used in MED budgeting to count the transfer of asset remainder in the partial month of the period of ineligibility.

VERIFICATION TASK

Bendex Verification Type (CHANGE)

The Citizenship and Identity type of “Bendex-CMS copy in file” has been updated to “Bendex- CMS/SSDI copy in file.”

Identity Verification Not Mandatory (NEW)

Verification of Identity is no longer mandatory for ADC, AABD and Medical Assistance cases when an instance of Immigration exists for the person.